

## **Travel approval guidelines for UW-Stout Academic and Student Affairs**

The current budget situation at UW-Stout requires that we carefully consider the value of travel in relation to the cost to the institution. Below are guidelines intended to help us gauge whether travel should be allowed. An overall expectation is that we reduce our year-over-year travel costs. Travel authorizations must be submitted for all travel.

Unit leaders are encouraged to create an annual travel plan for their units that articulates the alignment of travel with university strategic plan priorities.

Generally eligible for approval, if funding is available:

- Travel funded through an internal or external grant
- Travel funded from another external source
- Travel to support research, creative activity, or other scholarly work of tenure-track faculty
- Travel to prepare for accreditation or other external evaluation of the institution
- Travel for continuing education to maintain eligibility for licensure or certification related to a person's job-related duties
- Travel necessary to attend a meeting or conference to remain current with new regulations and rules that are related to the person's position, if an alternative means for garnering that information, such as a webinar or the review of written documentation, is not available.

Considerations for approval of travel not falling within the previous categories:

- Connection of travel to a University-wide plan intended to increase institutional resources
- Whether more than one person is planning to attend an event
- Whether other options are available to reduce the travel expense
- Whether the person is presenting at a meeting, conference, or other event, and the significance of the presentation
- Cost
- Overall volume of University-funded travel requested by an individual using institutional funds
- In general, whether you would feel comfortable defending the use of state funds/tuition dollars for the travel to a reporter, a group of tuition-paying students, or another University stakeholder.

Other considerations:

Have a central repository of information about future travel plans across campus as a mechanism for people to coordinate travel and reduce costs, and to allow supervisors to know who is planning to travel to a meeting.

When planning travel, consider opportunities at your destination for meeting with potential partners, alumni, or others who could advance the mission of UW-Stout. Consider discussing these possible opportunities with other campus units as appropriate, prior to your travel.