

## STAFF TRAVEL POLICIES

**Purpose:** The purpose of this policy is to outline and guide staff on the policies and procedures that Recreational Sports sets forth for professional travel and development requests. When funds are available, these policies serve as the guiding principles under which requests are awarded and/or denied by the director's team.

It should be noted that requests, as outlined below, should be done strategically to benefit the department, not the person. When operating in teams and when appropriate, every effort should be made to "cast a wide net" by having team members attend different conferences and bring back relevant information to benefit the program/facility area and department.

**Scope:** This guideline applies to Recreational Sports professional staff and graduate assistants.

### Policy

#### I. REQUESTS

- a. The correct sequence for submitting a travel request is as follows:
  - i. Complete the appropriate form or document to request travel
  - ii. Receive written confirmation and approval for requests from the Director
  - iii. Approximately 90 days from the date of your approved travel, a travel delegate assigned by the business office will complete a Travel Authority through the University's OneSource Financial System.
- b. Requests for travel and developmental opportunities are to be made during the summer semester. A member of the Director's Team will make a call for requests notifying staff of the opportunity and set a deadline by which requests must be submitted. Notification of funding will come in writing from the Director by the beginning of fall semester.
- c. Requests will be made by completing the following information:
  - i. Event Name, Destination, Travel Dates vs Conference Dates: *NIRSA National Conference, Hollywood, CA, Travel Dates: 3/30/20 – 4/5/20, Conference Dates: 4/1/20 – 4/4/20*
  - ii. Travel business purpose & justification  
Justification could include: what specific knowledge/skills will you be bringing back to the department; have you submitted a presentation proposal; have you been accepted as a presenter; do you serve on any standing committee, tasks forces, or boards; please explain your involvement with these groups and how that activity is benefitting you and department, etc.

iii. Plans to attend pre-conference events and why

iv. Estimated Travel Expenses

1. Meals
2. Lodging
3. Transportation
4. Registration
5. Other

d. If a staff member chooses to attend a conference or other developmental event that is not funded by the department, they must submit a request for leave prior to departure.

## II. ELIGIBILITY

a. Professional Staff

- i. All current professional staff are encouraged to apply for travel and other developmental opportunities for the upcoming fiscal year.
- ii. Professional staff within a specific program/facility area should plan on which events benefit their area and the department best. For example, it may not make sense for both professional staff in one area to attend the same event. It could be more beneficial to the department if multiple events are attended separately by various staff.

b. Graduate and Undergraduate Students

- i. Due to state funding restrictions, we are not permitted to pay for graduate and undergraduate travel.

## III. ACTIVE PARTICIPATION AT A CONFERENCE/EVENT

- a. It is highly encouraged that all professional staff, graduate assistant, and undergraduate students submit presentation proposals for local, state, regional, and national conferences and events.
- b. Participation in standing committees, task forces, work groups, and/or boards is highly encouraged.
- c. Active participation as outlined in a and b above carries special consideration when requests are submitted.

#### IV. CERTIFICATIONS

- a. Some program/facility areas require specific certifications for minimum performance expectations. Identified certifications include Certified Pool Operator (CPO) in Aquatics, Group Exercise Instructor and Certified Personal Trainer for Fitness & Wellness, and Wilderness First Responder for Outdoor Recreation.
- b. For required certifications, according to your job description, funding will be made available, if allocated travel funds are available.
- c. If a certification that is not specified above is required for the minimum performance expectations of the position, please discuss with your immediate supervisor and/or associate director.

#### V. OTHER

- a. If a professional staff member is within their first 180 days of employment, requests will be reviewed by the Director's Team and are not guaranteed.
- b. Within 10 days after you have returned from your travel destination, please schedule time to meet with the Accountant to complete the travel expense statement. You must have documentation to prove all incurred travel expenses except for meals.
- c. It is an expectation that attendees will bring back a summary overview of their attendance to an all-staff meeting so that the entire department can benefit from their experience. Please speak with your associate director upon return so that proper scheduling can take place.