

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

ACADEMIC AFFAIRS TRAVEL

Number 02.01.18

Division Academic Affairs

Date August 1, 2009; Reviewed October 1, 2014; Reviewed March 1, 2019;
Reviewed December 1, 2020

Purpose To ensure proper documentation, approval and record-keeping for employee travel.

Policy All travel by faculty, staff and students that is for payment by university funds must be approved by the proper university official. Academic deans, the Associate Provost for International Services, Academic Integrity, and Dean of the Graduate School, and the Academic Directors serve as the Provost's designee for the purposes of approving travel within their college or unit. These Deans and Academic Directors serve as the Provost's designee for the purposes of approving travel of faculty, staff and students within colleges/units for periods of less than seven (7) calendar days. Travel for longer period than seven days or to international locations will require approval by both the Dean and Provost.

Following requirements pertaining to Board Rule 413 and for insurance purposes, a record of all international travel will be maintained by the Provost's office and provided to University Counsel at the end of each semester (including Summer). University Counsel will maintain the records.

Procedures

Travel approvals will use the attached form, with appropriate explanation and documentation.

Review

Academic Affairs will review this policy every five years or sooner as needed.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
ALTERNATIVE ARRANGEMENTS FOR OFFICIAL DUTIES
FOR PERSONNEL IN ACADEMIC AFFAIRS UNITS**

This form should be used by GTAs, part-time and full-time faculty, and professional staff to detail arrangements made for official duties missed by travel or other activities. The form should be submitted to the appropriate Department Chair. It should clearly explain arrangements that have been made to take care of classes, committee meetings, or other official duties that will be missed as a result of absence during the appointment term (e.g., academic year). If the absence is for official travel, an Authorization for Official Travel form should also be submitted with this request. Once approved, this form remains in the department/unit office with a copy returned to the individual.

Dates of Absence _____

Reason for Absence _____

Complete the following table for all official duties that will be missed as a result of the above absence

<u>Activity</u>	<u>Date and Time</u>	<u>Arrangements</u>
Classes		
Other		

Approval:

Department Chair

For purposes of travel to UA System Board Meetings the signature of the Department Chair on this form is for purposes of approving appropriate coverage of classes in the event that the individual's absence causes classes to be missed. Final authorization for such travel rests with the Provost/EVP Academic Affairs.