

**ARTICLE_
TRAVEL .**

.1 Professional Meetings.

(a) ~~Bargaining unit~~Faculty members may attend professional meetings, conferences, and other professional activities, with ~~prior~~ approval ~~from the Provost, or Provost's designee of the chair or supervisor of the department or equivalent unit~~ whether or not they receive University funding to attend. The University fully supports travel that provides appropriate benefit to the institution. In considering a travel request, the University will consider the impact of a faculty member's absence on the faculty member's normal duties. If a travel request is denied, the reason for the denial must be given to the requesting faculty member in writing. Approval to attend such activities shall not be unreasonably denied. ~~However, such travel is a privilege, not a right. Travel approval is provided on the basis of the benefit to the institution while considering the impact of a bargaining unit member's absence on his/her normal duties including, but not limited to, teaching, research, service, and scheduled meetings.~~

(b) ~~Bargaining unit~~Faculty members must initiate a spending/travel authorization request utilizing the University's approved form ~~as soon as practicable~~, and receive their chair's or supervisor's ~~their chair's~~ approval prior to any business-related travel. Approved travel/spending authorization can be charged to the professional development fund which is allocated to each faculty member. The professional development fund is \$3500 per year per faculty member.

~~(b) Allocations of travel funds to department faculty members shall be determined by the chair in accordance with posted written policies jointly developed and agreed to by the chair and department faculty by a majority vote.~~

~~(c) Allocations of travel funds to bargaining unit members shall be set by the funding that is made to each department, and will be determined by the chair in a manner that balances the needs of the institution with the range of development activities proposed by the bargaining unit member. Allocation of funds to an individual or group does not guarantee approval of travel activity, and funding that is not used in a particular fiscal year may not be carried over for usage during a future fiscal year.~~

.2 Reimbursement. The reimbursement rate for expenses in connection with meetings, conferences, or other professional activities shall as specified by Florida law, up to the amount of funding available under department policies.

.3 Travel Advances. To the extent permitted by law, the University may provide travel advances, upon request, of up to eighty (80) percent of budgeted expenses for authorized travel.