

**ARTICLE \_\_\_**  
**TRAVEL**

\_\_1 Professional Meetings.

- (a) Bargaining unit members may attend professional meetings, conferences, and other professional activities, with prior approval from the Provost, or Provost's designee whether or not they receive University funding to attend. The University fully supports travel that provides appropriate benefit to the institution. 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 members must initiate a travel authorization request utilizing the University's approved form as soon as practicable, and receive their chair's approval prior to any business-related travel.
- (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.

**For the University**

**For the UFF**

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Mark Bonfanti  
Chief Negotiator

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Candi Churchill  
Chief Negotiator

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Date

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Date