

**Policy and Procedure Statement 01.12**  
**Effective Date: December 2015**  
**Review Cycle: E2YRS, December 2017**

**Department of Respiratory Care**  
**College of Health Professions**  
**Travel Policy**

## **PURPOSE**

This Departmental Policy and Procedure Statement sets forth criteria and guidelines for faculty travel in the Department of Respiratory Care. Travel dollar allocations are based on the University-designated departmental travel budget and this departmental travel policy. This policy applies to all tenured and tenure-track faculty, NTL (clinical assistant/associate/professor) faculty and approved staff.

## **DISTRIBUTION OF FUNDS**

### **Tier I Travel – up to \$1200 Allocation**

1. Faculty who have empirical papers or posters accepted for presentation. Typically, these presentations involve research findings (i.e., data) that have not been presented elsewhere.
2. Conference program chairs or professional organization officers whose attendance is essential for the successful operation of the conference.
3. Conference attendance by RC/PSG key personnel whose attendance is essential for successful re-accreditation of the RC or PSG programs.
4. Faculty performing professional service as discussants in academic paper presentations or as invited presenters for panel sessions.

### **Tier II Travel – up to \$600 Allocation**

Attendance at events that clearly enhance the faculty/staff member's professional development (CEU) as related to teaching, research, or service.

### **Tier III Travel – Clinical Travel**

Faculty eligible for travel expense reimbursement associated with clinical instruction and clinical administration will follow state guidelines.

## **GENERAL INFORMATION**

1. Faculty must comply with Texas State Travel Office policies and the State of Texas Travel Allowance Guide (<http://www.txstate.edu/gao/ap/travel/>).
2. Request for travel funds should be sent via email to the Chair with copy to Administrative Assistant listing of all budget expenses requested.
3. Faculty may receive funds from only one tier per fiscal year and may not combine tiers within a single fiscal year.
4. Faculty may attend multiple conferences and divide the allocation within a tier (Example: Tier I is appropriate for two conferences and the allocation is divided at \$600 for each conference).
5. To qualify for Tier I travel funding, a faculty member must be listed as an author in the event program with Texas State University listed as the affiliated institution.
6. Reimbursement for printing costs up to \$100 for one presentation per year are allowed beyond the limits established above.

7. Reimbursement for conference registration fees and/or abstract fees may be requested beyond the limits established above but approval is subject to budgetary constraints.
8. Travel allocation time frame is based on the University fiscal year – September 1<sup>st</sup> to August 31<sup>st</sup>.
9. The Respiratory Care Department chair shall notify faculty members if deviation from this policy is needed to address unusual budgetary circumstances.

### MAJOR RESPONSIBILTIES ASSOCIATED WITH THIS RC/PPS

Major responsibilities for routine assignments associated with this PPS include the following:

1. The Chair and the Personnel Committee of the Department of Respiratory Care shall review this PPS E2Y.

### CERTIFICATION STATEMENT

This RC/PPS has been approved by the following individuals in his/her official capacity and represents Department policy and procedures from the date of this document until superseded.

Reviewer:   
Personnel Committee Representative

Date 12-8-15

Approved:   
Department Chair

Date 12.8.2015