

English Department Policy on Reimbursement for Travel and Other Professional Expenses

[adopted at English Department meeting 9/10/04]

1. Of the \$500 allotted in the department travel line (7410) for the use of each tenure-track faculty member (and Writers-in-Residence on renewable appointments), \$400 is restricted to travel related to professional purposes and \$100 may be used either for such travel or for other professional purposes, including purchase of supplies for use off campus.
2. For travel only, the Chair may approve reimbursement in excess of \$500 based on the history of unexpended funds in the travel line.
3. For tenure-track faculty on sabbatical, there is no restriction on the professional purpose for which the allotted \$500 may be used. Reimbursement in excess of \$500 is subject to the restrictions set forth in item 2 above.
4. For faculty not on tenure track, the Chair may approve reimbursement according to the same formula applied to tenure-track faculty (see item 1 above), based on the history of unexpended funds in the travel line.