

School of Education
Iowa State University
2018-2019 Travel Policy

The resources available for professional travel for SOE faculty, staff and graduate students continue to be limited. It is a priority of the School, however, to distribute the available funds in a manner which addresses the following objectives:

- To support early career faculty in presenting scholarly work in international, national and regional venues
- To encourage engagement in professional leadership opportunities in national and disciplinary organizations
- To promote professional development opportunities intended to enhance research and scholarly expertise, leadership capabilities, and instructional excellence.
- To participate in state based professional organizations, conferences, and professional development opportunities.

The travel distribution policy for 2018-2019 will reflect the following:

- All tenured, tenure-eligible, and full-time non-tenure eligible faculty, regardless of rank, will have available \$1000 for travel related to one of the objectives identified previously.
- Pre-tenure faculty members will have available additional travel funding, as outlined in their respective letters of offer, for travel related to the identified objectives.
- All full-time staff members may apply for travel monies for professional development opportunities which enhance their contributions appropriate to their responsibilities.
- Tenured faculty members are expected to use grant funds for travel related to any travel necessitated by the grant/contract award, leadership responsibilities arising from the grant/contract award, or scholarly presentations resulting from the award.
- Tenured faculty members may seek monies for travel beyond the \$1000 if the travel meets one of the objectives and no grant/contract award monies are available for support.
- Post-doctoral research associates may apply for travel monies for the presentation of scholarly work at a regional or national conference.
- Graduate students seeking travel funds for the presentation of scholarly work at a regional or national conference should first apply to the Graduate and Professional Student Senate PAG program for funding. Applications for additional funding through the SOE may be submitted to the graduate studies office. The criteria for the awarding of travel for graduate students remains the same as the objectives identified.

It is the intent of this policy to try to maximize the professional opportunities faculty, graduate students and staff have for enhancing the visibility of the Iowa State University School of Education and promoting the professional development of member of the SOE community.

PLEASE NOTE: Travel reimbursement will be made only for travel preapproved using the SOE Travel Request Form; receipts need to be submitted within 30 days from the date of return.