

II. PROFESSIONAL DEVELOPMENT OPPORTUNITIES: C. PROFESSIONAL TRAVEL POLICY

1. Full-time tenured and tenure-track faculty will use their PD Accounts to fund professional travel.
2. The Faculty Professional Development Airline Travel (PDAT) Fund serves to cover airline-related expenses for any faculty travel that is related to professional development (e.g. attending professional conferences, research site visits, visits to collaborators, etc.), which would normally be covered by the faculty member's Professional Development (PD) account. Effective 7/2/2023, this fund is available for faculty who have a standard \$3,000/year PD account (or Michele Myers account, for those in their first three years of a tenure-track appointment). Full guidelines for this funding can be found on MyDenison (<https://docs.google.com/document/d/1uAoWTDzNeEb00LLc8glqwvlgyhOiBh1TTxRBdLDfoeg/edit?usp=sharing>).
3. Other full-time faculty can be reimbursed up to \$1300 per academic year for travel to a professional conference to deliver a paper. Prior approval from the Dean of the Faculty is required.
4. Continuing part-time faculty should make individual requests to the Dean of the Faculty for funding for travel to professional conferences to deliver a paper.
5. There are two options for accounting for food costs on the travel report form: 1) submit a per diem of \$39 per day without receipts, or 2) enter the exact amount for the meals on the travel report form and include the receipts. The maximum daily reimbursement for food with receipts is \$75.
6. An additional \$50 per day is available for child care above regular child care expenses when presenting at conferences.
7. The Denison purchasing card is the preferred method of payment for all travel expenses. If all travel expenses are paid using the Denison purchasing card, no Travel Expense Report is required. Conference registration fees should be paid directly by Denison using a purchasing card or Request for Payment.

Under special circumstances travel advances can be granted through an e-procurement process. Consult with the Dean of the Faculty for more details.