

Travel Policy Department of Philosophy

August 17, 2023

The Department will continue its support of faculty travel for university-related purposes. However, in the interest of supporting the most travel with limited funds, we all must be mindful of how we spend our collective travel funds. Wherever possible, the Department will support professional travel for Department faculty, students, and staff. Professional travel includes travel to conferences and other venues for the exchange of philosophical work, travel for research, and travel in support of professional society activities.

The Chair will endeavor to share travel funds equitably among all those seeking funds. However, those seeking to attend an important conference are encouraged to seek funds and depending on the justification for the trip and the availability of funds, such travel will be supported.

Allowable expenses include:

- Economical and reasonable round-trip travel.
- Single-occupancy lodging at the conference hotel or equivalent for the duration of the conference.
- Conference registration fee.
- Meals (per diem by the University, no need to save meal receipts).
- Parking.
- Ground transportation (within reason—don't book a hotel that will require expensive and frequent taxi fares, no expensive limousine services, etc.).

The Department Chair will determine the degree of financial support. The Department will not reimburse for any expenses beyond the cost of individual professional travel. Those wishing to stay additional days or wishing to bring a spouse may do so, but at their own expense. The Travel Authorization (TA) worksheet must be approved by the Department Chair and submitted to the Business Office Manager before any purchases are made, or the traveler will risk not being reimbursed.

Always receive written permission for travel from the Department Chair before you ask for a TA worksheet. Please submit the following to the Business Office Manager when seeking approval for travel:

- A completed TA worksheet (Business Office Manager will e-mail you upon request.) signed by the Department Chair. If it is not signed, the Business Office Manager will not accept it. This must be turned in at least one week BEFORE travel.

If the traveler is making airline reservations through a state approved travel agency, a TA number will be issued so that the reservation can be completed. The Business Office Manager can also buy plane tickets for you, and it will save the department the fees associated with state approved travel agencies.

Receipts and other materials should be submitted to the Business Office Manager within seven days of the completion of the trip. Travelers are encouraged to economize whenever possible. Sharing hotel rooms and ground transportation costs with colleagues helps. Some hotels and car rental agencies offer a special rate to University and State employees. Further information regarding the University's policy on travel is available at <http://www.sc.edu/policies/busf100.html>