

## **Division of Student Affairs Professional Travel Policy and Procedure**

### **I. Purpose**

To define the process for requesting professional development travel and outline expectations of the staff member, supervisor, and Vice President of Student Affairs office.

### **II. Procedure**

The Division of Student Affairs follows all SHSU Finance and Operations travel related [policies](#) and procedures. The below outlined procedures are specific divisional guidelines.

#### **A. Request to Attend Form**

1. Any employee within the Division of Student Affairs requesting professional travel will complete the travel request form and submit it to their supervisor for review and approval.
2. Prior to approving, the supervisor must do a budget check to confirm funds are available to be encumbered before a travel pre-approval is created in Chrome River.
3. The department AVP/Exec Director must also approve the travel request form before a travel pre-approval is created in Chrome River.

#### **B. Considerations for Approval**

1. Preferential consideration for travel request will be given to those who are:
  - a. A selected presenter
  - b. An elected member of the national or regional board
  - c. Requested to attend by the staff member's supervisor for a specific program need.
2. If multiple staff members from the same department request to attend the same professional development conference, there must be defined unique learning or development needs stated.
3. A plan must be communicated to cover essential day-to-day operations in the absence of the traveling staff member.

#### **C. Budget for Travel**

1. Each department is responsible for allocating their available travel and professional development funds.
2. The Chrome River travel pre-approval may not be submitted until a budget check has been completed.
3. An employee may request approval to travel as self-funded if department funds are not available.
  - a. Employee self-funded travel still requires adherence to all steps outlined in procedures A and B of this policy.

#### **D. Covered Expenses**

1. All university-funded travel must be conducted in a fiscally responsible manner. Employees must prioritize cost-effective options and avoid unnecessary expenses. Selections such as premium seating, room upgrades, or other non-essential items will be the responsibility of the staff member and cannot be submitted for reimbursement.
2. All travel paid for by SHSU should be booked through the Concur Booking Tool with the SHSU travel partner, Corporate Travel Planners (CTP). The only exception is lodging booked directly through the conference for a discounted rate with documentation.
  - a. Lodging, mileage reimbursement and meals per diem rates are to be calculated through the [U.S. General Service Administration](#).
3. Receipts should be provided for all expenses to be reconciled in Chrome River.
  - a. Requiring individual meal receipts is at the discretion of the area AVP/Exec Director.
4. Expenses should be submitted through Chrome River to the Travel office within 30 days from the return date of travel. After 120 days from the return date of travel, Chrome River will require justification and approval by the Vice President.

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