

**SUBJECT: TRAVEL EXPENSES FOR FACULTY DELIVERING REGIONAL/DISTANCE COURSE OFFERINGS****1. Purpose**

To outline the process for approvals of travel expenses incurred in the delivery of courses at regional campuses.

**2. Scope**

This policy relates to all courses which appear in Regional Academic Plans, as approved by the respective Regional Chair and ultimately the Director of Regional Operations and University/College Relations.

**3. Authority**

The Director of Regional Operations and University/College Relations is responsible for enforcing this policy.

**4. General**

- 4.1 The Department of Regional Operations will be responsible for travel expenses incurred to support courses delivered at regional campuses as agreed to by the Director of Regional Operations and corresponding Deans, as outlined in the following points. It is expected that non-course related travel (e.g., professional development, program meetings) will be the responsibility of the individual programs.
- 4.2 In consultation with the appropriate Regional Chair, each Faculty member (instructor) will submit a travel plan for their course(s). The plan will include dates of travel, destination/purpose and all anticipated costs.
- 4.3 Upon approval of these plans by the Director of Regional Operations, and availability of required budget dollars, Regional Operations will budget for the requested funds for each course.
- 4.4 Each Faculty member will be responsible for making their own travel arrangements. Where possible, arrangements should be booked through corporate credit cards.
- 4.5 Expense claims and requisitions which relate to expenses outlined in the course travel plan(s) will be signed off by the appropriate Regional Chair and then approved by the Director of Regional Operations and submitted to Purchasing/Finance for processing.
- 4.6 Expense claims and requisitions which relate to expenses NOT included in the course travel plan(s) will not be approved by the Director of Regional Operations.
- 4.7 Amounts in excess of the funds set aside for each course, as per the approved travel plans, will not be reimbursed by Regional Operations unless prior approval has been granted by the Director of Regional Operations.
- 4.8 Travel expenses will be approved according to the University's existing Travel policy.