

**HEALTH AND KINESIOLOGY FACULTY TRAVEL FUND  
POLICY, PROCEDURES AND REQUEST  
2012-2013**

1. The advisory committee for reviewing requests and making recommendations to the department head for distribution of the funds for the 2012-13 academic year is: Paul Batista, Susan Ward (*Chair*), David Wright and Wayne Wylie.
2. Faculty members may request travel funds for three purposes as indicated below. Funds may be used to state, regional, or national travel, with priority given to required attendance at national meetings.
  - a. To present a research paper
  - b. To make a presentation (e.g., panel participant) or to present a position paper
  - c. To fulfill the duties associated with holding an elected office in a professional organization.
3. Travel requests for the school year should be presented to the Department Heads office by **Monday, September 10, 2012**. Requests submitted after the deadline will be considered as funds are available. The attached form should be used for making requests (*one form per request please*). The requester should notify the Committee if there is a change in travel plans or program agenda.
4. Under normal circumstances a faculty member can expect to be notified regarding his or her request within 10 working days after the September 10<sup>th</sup> deadline.
5. A faculty member approved for funding should submit an Authorization Request in Concur before traveling accordance with university and departmental policy and procedure. Evidence that the faculty member has met the terms (justification) of his or her application for funding should be attached.
6. Should a faculty member that has been approved for funding fail to meet the terms (justification) of his or her application (e.g., if the paper is not accepted for presentation) or if a faculty member declines, the funds will be offered to the next faculty member on the priority list or will be placed in a reserve fund.
7. When calculating costs please refer to the TAMU out of state travel website [http://www.window.state.tx.us/fm/travel/out\\_of\\_state/mealrates.htm](http://www.window.state.tx.us/fm/travel/out_of_state/mealrates.htm) for the maximum allowable rate. When calculating room rates, please use ½ room expenses if you plan on sharing room expenses.

9/19/96

Updated 8/27/2012

**Department of Health and Kinesiology  
Funding Request  
HLKN Faculty Travel Fund**

**\*\* Note:** Use 1 form for each request

Requestor \_\_\_\_\_

Date \_\_\_\_\_

*Destination:*

City \_\_\_\_\_

State \_\_\_\_\_

Country \_\_\_\_\_

*Dates of Travel:*

Depart \_\_\_\_\_

Return \_\_\_\_\_

*Purpose:*

Presenting research paper  
 Program participant or position paper

Fulfilling duties associated w/ holding office

Presentation title (or organization office) \_\_\_\_\_

Scope :     International     Regional     National     State

Organization: \_\_\_\_\_

Justification (use back of form or attachment if needed): \_\_\_\_\_

**Funds Requested**

Transportation \_\_\_\_\_

Per Diem \_\_\_\_\_

Registration \_\_\_\_\_

Other (specify) \_\_\_\_\_

Total                    \$ \_\_\_\_\_

Will you accept partial funding?     Yes

No

Approval Recommended \_\_\_\_\_

Approved \_\_\_\_\_

**Recommended Allocations** (Committee Use Only)

Transportation \_\_\_\_\_

Per Diem \_\_\_\_\_

Registration \_\_\_\_\_

Other (specify) \_\_\_\_\_

Total                    \$ \_\_\_\_\_

\_\_\_\_\_  
Travel Committee Chair

\_\_\_\_\_  
Department Head

9/19/96

Updated 8/31/2009