

COLLEGE OF NURSING AND HEALTH SCIENCES
E&G/Auxiliary Travel Approval and Reimbursement Criteria

Approved DCD 7-10-12
(Dr. Helen Z Cornely, Associate Dean Administration CNHS)

Effective August 17, 2012

Purpose: This policy is intended to provide criteria for travel approval and funding reimbursement with a focus on linking research/scholarly outcomes with travel reimbursement.

All travel must be consistent with the educational, research, and professional needs of the Program, College of Nursing and Health Sciences and the University.

1. E & G/ Auxiliary Funded Travel approval to be based on the following criteria:
 - a. Nature of presentation and process of presentation selection (e.g., peer review, invitation by session chair, etc.).
 - b. Criteria in prioritized order:
 - i. Research peer reviewed platform
 - ii. Research peer reviewed poster
 - iii. Peer reviewed educational presentation
 - iv. Invited educational presentation
 - c. Significance of meeting and level of importance in your professional field.
 - d. Faculty rank.
 - i. Tenure earning faculty, clinical faculty and tenured faculty are eligible for travel funding with highest priority given to tenure earning faculty.
 - ii. Faculty with “visiting” status are not eligible for funding without special approval by Dean.
 - iii. Adjunct faculty are not eligible for funding.
 - e. Demonstrated direct benefit to program, CNHS, and/or FIU.
 - f. Potential for increased research productivity such as grant review, NIH program consultation.
 - g. Faculty development needs as specifically related to programmatic goals.
 - h. A faculty member’s teaching (clinical, classroom, laboratory) , advisement and committee commitments can be appropriately covered during the travel period.
2. Student Funding
 - a. Undergraduate student funding for conference attendance should be processed through SGA.
 - b. Graduate student funding for presentation at conference should be processed through GSA and request submitted 2 months prior to travel date.
 - c. CNHS does not fund graduate or undergraduate student travel without special approval by the Dean

- d. CNHS does not fund PhD students without special approval by the Dean.
- e. If Dean does give special approval for travel funding to a PhD student, the CNHS Conditions of Travel Reimbursement apply.

3. CNHS Conditions of Travel Reimbursement

- a. Faculty must follow FIU regulations regarding travel.
FIU Travel Policy information can be found at:
<http://policies.fiu.edu/files/548.pdf>
Travel & Expense Procedures Manual can be found at:
<http://finance.fiu.edu/controller>
- b. All travel must be approved by the individual's supervisor
- c. A Travel Authorization Requisition (TAR) must be processed PRIOR to making any travel reservations
- d. Faculty must submit to their supervisor, an article submitted, or draft of article to be submitted to professional press based on their presentation/platform/poster or development activity in order to be reimbursed for travel.
- e. If faculty travel has been prepaid by the CNHS, and if a draft article or development activity is not submitted to their supervisor within 60 days post conference, faculty will be required to reimburse CNHS for the travel expenditures. This can be done by personal check or by payroll deduction.
- f. Article draft must follow accepted journal criteria and format for which it is to be submitted.
- g. The article draft submitted must not have been submitted for reimbursement for travel to other conferences.
- h. Group faculty presentations/platform/posters require only one multiple draft article submission per presentation/platform/poster.
- i. The article submission requirement for travel reimbursement does not apply to travel for CNHS/FIU representation, recruitment, faculty development or other activities approved or assigned by the Dean/Chair or Director/Supervisor.
- j. Supervisor who holds signatory for travel is responsible for ensuring the faculty has met this reimbursement criterion and is responsible for maintaining annual records that the CNHS travel article submission criteria has been met for program faculty traveling.
- k. If faculty member does not meet reimbursement criteria, Supervisor is responsible to alert, Associate Dean for Administration to initiate and follow up with faculty repayment process.