Travel policy

Department of Philosophy
May 28, 2003

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. In line with the University’s policy on travel, BUSF 1.00, the Department asks “traveler[s] on official business [to] exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business.”

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. In general presentations at conferences will have a higher priority than comments or other service functions. 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.¹

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, daily pro-rated—ie., if you leave after breakfast you get less, and if you return before dinner you get less—at $32/day) if not already provided by the conference;
- Parking;
- Ground transportation (within reason—don’t book a hotel that will require expensive and frequent taxi fares).

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 Administrative Coordinator before any purchases are made, or the traveler will risk not being reimbursed.

¹ This policy is not meant to undermine the previous travel policy that allowed for travel when not on the program of a conference. That policy, rather mechanically, allowed for such travel only every third year. This policy adopts a more flexible approach.
Please submit the following to the Department Chair when seeking approval for travel:

- A completed TA worksheet (available from the front office);
- A copy of the conference program, including details on conference accommodations;
- A quote of estimated travel expenses (for example, a tentative itinerary from a travel agent, or a print-out from a travel website);
- A quote of estimated hotel expenses.

Once approval has been obtained, these materials should be submitted to the Administrative Coordinator. 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. If receipts are provided, reimbursements can be issued in advance of travel for airline reservations purchased by the traveler with his or her personal credit card. The Travel office will not reimburse any other expenses in advance of the scheduled travel dates.

Receipts and other materials should be submitted to the Administrative Coordinator 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.