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Overview – GCSW Travel

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Introduction

GCSW related travel takes a variety of forms but typically there are three common types of travel: travel to professional meetings, travel related courses, and invited travel. This document provides an overview of the various travel opportunities and responsibilities of the individual faculty and/or staff member. Specific questions may be directed to the College Dean, Associate Dean for Research, the College Business Administrator, and the Director of the Office for International Social Work Education.

The GCSW's main web page contains the particulars of the College's Travel Policy, with related forms; this is listed under the *Policies* link (bottom of the window) -- this document augments the GCSW stated Travel Policy as listed on the College's web page and does not replace any information in the formal policy.

Basic Policy for All Travel – Reimbursed and Non-reimbursed

All travel (reimbursed and non-reimbursed) requires advance authorization and approval from the Dean and the College Business Administrator. The traveler completes a Travel Request form and submits it to the Assistant College Business Office to initiate the approval process. Travel includes all use of a vehicle between duty points undertaken on behalf of the University of Houston and the Graduate College of Social Work (GCSW)—whether outside or within the Houston city limits. The Travel Request form must be completed even if airfare or other reimbursements are not required. Travel by university faculty and staff, and individuals not employed by the institution but who are traveling on official University of Houston business, is restricted by State of Texas and federal regulations.

Faculty Travel for Professional Conferences or Meetings

GCSW faculty present numerous refereed papers at national and international conferences. If funding is available, the College will fund faculty at the following levels when presenting refereed (peer reviewed) papers, an invitational paper, or a key note paper at national or international conference: national (includes Canada, Central America, Caribbean and Mexico) \$1,500 and international \$2,500. Funding will be available to support faculty to attend multiple meetings in which she/he is

presenting a refereed paper during the academic year (calendar or fiscal). Travel to participate at a national or international conference to present a paper as previously described requires the Dean's approval, which is based on the recommendation of the Associate Dean for Research. The faculty member is required to first submit a request to the Associate Dean for Research with supporting documentation that the paper was accepted through a refereed process; following review by this Office, the paperwork is routed to the College Business Administrator for review, and then to the Dean for final authorization.

In order to increase faculty scholarship and dissemination of research findings, faculty who receive travel funds are required to do one of the following, 3 months post travel:

1. Submit a manuscript for publication based on their presentation in a peer reviewed journal.

Or

2. Submit a proposal to a funding agency.

For faculty who do not meet this requirement future travel funds will be restricted until one of these pending criteria are met.

Additionally, GCSW faculty are required to apply for Provost funding prior to requesting funding from the Dean and are expected to provide documentation indicating that Provost funding has been applied for.

In accordance with the Tier 1 mission, other research-related travel may be approved by the Associate Dean for Research on a case by case basis.

Other Faculty Travel Per Dean's Authorization

The Dean may authorize other non-research related travel for other activities that supports the GCSW or University mission. A faculty member may request funding to support such travel by directly contacting the Dean. The faculty member will submit a request to the Dean with supporting documentation that details how and to what extent the proposed travel benefits the faculty member, the GCSW, and the University.

Travel Courses

Any faculty or staff member may propose a travel course to the Faculty Association. Courses may be built around a conference or a substantive area such as children and families, comparative social policy.

The preparation of an international travel course is complex and requires a significant number of months in planning and lead time. Travel arrangements,

lodging, local transportation, coordinating meals, arranging on-site meetings, and developing a detailed itinerary must be completed prior to announcing the course to potential enrollees. In addition, the faculty/staff leader must secure approval from the University to sponsor a course; all University protocols outlined by the University's Office for International Education must be followed. The College's Office for International Social Work Education can assist with the University requirements. All costs for the travel must be included in the course budget. The College's Office for Social Work Education and the College's Business Office will assist in the budget development, identifying possible cost savings, and help identify the final cost per participant.

Special Program or Project Related Travel

The College partners with external organizations to sponsor unique programs or activities that may involve some form of travel. Funding for these programs are the responsibility of the external organization. University funds, College discretionary funds from IDC, or other University allocations are not used to support special program/project travel. Expenses are reimbursed or paid for by the sponsoring external organization. Non-reimbursed expenses are the responsibility of the faculty or staff traveler.

A faculty or staff member is assigned or hired by the Dean to coordinate the special initiatives. All travel is subject to the external organization's expectations and related requirements with the selection of faculty/staff participants made by the program coordinator. The Dean's Office provides program oversight and assists with College logistics.