

## **Overview – GCSW Faculty Development Travel FY2018**

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### **Introduction**

GCSW related travel takes a variety of forms but typically there are two common types of travel: travel to professional meetings 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 & Strategic Partnerships, or the College Business Administrator.

This document, the broader GCSW Travel Policy, and related forms can all be found in the GCSW's main web page in the policies and forms section (see <http://www.uh.edu/socialwork/about/policies/>). 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 advanced authorization and approval from the Dean and the College Business Administrator. 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 traveler must always complete a Travel Request in Concur, 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 or a key note paper at national or international conferences according to the limits identified below. With invited papers, travel is typically paid for by the entity extending the invitation; if this is not the case, the Dean will consider whether to support the travel or not.

- National (includes Canada, Central America, the Caribbean and Mexico): \$1,500 total
- International (all other locations): \$2,500 total

In FY2018, faculty development travel funds will support attendance at the following

three professional conferences:

- Council on Social Work Education (CSWE)
- Society for Social Work and Research (SSWR)
- One additional professional conference of a faculty member's choosing

Faculty development funds can be used to support presentation of a poster at ONE of the above professional conferences.

Travel to participate in a national or international conference to present a paper or poster as previously described requires the Dean's approval, which is based on the recommendation of the Associate Dean for Research & Strategic Partnerships (ADRSP). The faculty member is required to first submit a request via email to the ADRSP, with supporting documentation that the paper or poster was accepted through a refereed process. Following review and preliminary approval by the ADRSP, the faculty member can then initiate the TR in Concur. The TR will be 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 within 12 months:**

1. Submit a manuscript for publication based on their presentation in a peer reviewed journal (proof of submission will be needed to request support for the same conference the following year);

OR

2. Submit a proposal to a funding agency (proof of submission will be needed to request support for the same conference the following year);

OR

3. Do a presentation based on the conference presentation for the internal GCSW community at the Monthly GCSW Research and Scholarship Meeting.

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

### **Provost's Travel Fund**

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. If the Provost Travel Fund is secured by a faculty member, these funds offset the funds needed from the GCSW Faculty Development Fund. For example, the GCSW Faculty

Development Fund provides \$1,500 for local travel; if a faculty member receives \$1,200 from the Provost fund for a particular conference, that faculty member can only receive up to \$300 from the GCSW for that same conference. This will ensure that we have enough funds in the GCSW Faculty Development Fund to support as many faculty as possible.

### **Use of Research Funds and Research-Related Travel**

Faculty who have start-up funds or who have budgeted travel in their funded research projects are encouraged to use these funds first, if possible.

In accordance with the Tier 1 mission of the University of Houston, other research-related travel may be approved by the Dean or the Associate Dean for Research and Strategic Partnerships on a case by case basis.

### **Memberships in Professional Organizations**

Often, faculty must be members of a professional organization in order to submit abstracts and present. Please note that professional memberships cannot be charged to IDC or the GCSW Faculty Development Fund and must be paid for by the faculty member. This can be done with personal funds or with grant funds if the membership fees are included in the approved budget.

If a faculty member chooses to not join a professional organization but wants to present at their conference, the College will cover the cost of the non-member registration. However, the maximum amount that can be reimbursed remains at \$1500 for local travel and \$2500 for international travel.

Faculty development funds can only be used to cover the cost of a professional membership if the membership is bundled with the cost of registration, and there are no other registration options (i.e., there is not a non-member rate).

### **Other Faculty Travel Per Dean's Authorization**

The Dean may authorize other non-research related travel for other activities that support 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.

### **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.

### **Submitting Expenses**

Please note that Expense Reports **must be submitted in Concur within 30 days of returning from a conference** to ensure that expenses are allocated in a timely manner.