

Department of Art Travel Funds Policy and Procedures

The Department of Art values travel for all employees in the performance of their scholarship or official duties. Travel must be consistent with the educational, research, and professional needs of the department. Employees must conduct university business with integrity, in compliance with applicable laws, policies, and procedures, and in a manner that excludes considerations of personal advantage, while exercising good judgment and traveling on university business in a cost-efficient manner.

University Travel Policy and Procedures

<https://www.memphis.edu/cas/chair-dash/financials/bf4001-university-travel-policy.pdf>

Travel Funds Budget

The Department of Art combines allocated travel money with additional department funds to offer a total of \$12,000 in travel funds per academic year (\$6,000 per semester). Requested funds will be limited to \$1,000 per employee and may only be received once per academic year. Applicants whose requests are not approved for the fall may reapply for the spring. If the \$6,000 fall semester limit is not met, then the funds carry forward to the spring semester. No travel will be supported that does not comply with the department travel funds policies and procedures. Unused academic year travel funds will be reallocated to other department priorities.

Travel Cancellations

In the event that travel is cancelled for any reason, the travel funds will be returned to the travel funds budget.

Travel Funds Distribution

Funds will only be distributed through the University of Memphis expense management software, Chrome River. Purchases should only be made after receiving pre-approval in Chrome River.

Levels of Priority for Travel Funds Request

1. Presenting
2. Attending

Levels of Approving Authority

Approvals for travel funds will be granted by the department chair per the Department of Art handbook policy.

Important Dates

Travel Funds requests must be completed by the first day of classes each fall and spring semester. Recipients of travel funds will be notified within two weeks of the application deadline to allow for travel planning and logistics.

Procedure for Requesting Department of Art Travel Funds

1. Compile needed information for Travel Funds request
2. Complete the online Department of Art travel funds request form (https://memphis.co1.qualtrics.com/jfe/form/SV_9sMc4i4SYG22DvU).
3. Senior Administrative Secretary contacts person (within two business days of decision) to communicate outcome of request.
 - a. If approved, the Business Officer moves forward with the procedure for setting up Chrome River Account.
 - b. If not approved, applicant may re-apply following semester for travel funds.

Travel Funds QR Code

