OVPCFO Policy I-310

“Allowable Travel Payments to Faculty Members on Leave”

(www.indiana.edu/~vpcfo/policies/accounting/i-610.docx)
Reason for Policy

Guidance for academic leaves has historically been provided in the University Academic Handbook only.
Reason for Policy (cont’d)

This policy correlates and aligns university financial policy with the Handbook to allow greater adherence...
Reason for Policy (cont’d)

to this policy as many staff do not regularly refer to the Handbook. This policy provides clarity on definitions...
Reason for Policy (cont’d)

and procedures which is needed by staff to process this type of travel reimbursements.
Policy

University funds may be used to pay certain travel expenses for faculty members leaves who are involved in work that benefits IU.
Policy (cont’d)

To be eligible for reimbursement of travel expenses, faculty members must demonstrate that activity cannot be accomplished from their IU home base.
All expenses must be reasonable in amount and commensurate with the duration of the stay.
Allowable travel expenses include:

* Round-trip airfare
* Hotel/rental of accommodations
* Per diem
* Transport to/from airport
* Rental car
Policy (cont’d)

If travel period exceeds 8 weeks, then university funds cannot be used for such expenses without the prior approval of the unit leader.
Procedures

Written approval from the Dean is required and must occur PRIOR to commencement of the trip.
Procedures (cont’d)

If faculty member is recipient of a grant or other funding, that info must be disclosed to Dean with written request.
Procedures (cont’d)

Fiscal officer must retain copy of all documentation related to approval for seven years.
Procedures (cont’d)

This includes: Original request, formal written approval from Dean, and any documentation showing calculations and analysis used to determine approved amounts.
Definitions

Unit Leaders: For UA and Bloomington campus academic departments the Unit Leaders are the Deans.
Cross-References

Travel Guidelines: www.indiana.edu/~travel

University Academic Handbook: www.indiana.edu/~deanfac/acadhbk/acad_handbk_2006.pdf.SectionII
Questions?