

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING

TITLE OF POLICY: FACULTY TRAVEL FUNDS

ORIGINAL DATE: JUNE 1984

LAST REVIEW/REVISION DATE: NOVEMBER 2007

POLICY: Travel funds are to support the presentation of peer reviewed scholarly activity of faculty and to showcase the University of Pittsburgh at regional, national, or international meetings.

Limitations on funding:

1. Approved funds are to be used for hotel, food, registration fee and incidentals (expenses must be itemized). Expenses must be itemized except for food allowance, which is per diem. General guidelines for awards will be the cost of registration plus a portion of expenses depending on the availability of funds.
2. Transportation cost - competitive mode of travel.
3. Limited, generally, to one presentation per year.

The total amount of funding is determined by the Department Chair.

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- PROCEDURE:**
1. Requests for travel money to present scholarly activity should be sent directly to the department chair.
 2. Include all appropriate correspondence and an abstract with the request.
 3. Once approval has been given, all forms, expense reports, etc. should be processed through the Department and the Budget Administrator.

Approved by Total Faculty: 3/08
Revised: 6/84, 2/88, 9/88, 8/90, 5/92, 5/93, 96-97, 2/01, 11/07
Reviewed: 4/05, 11/07