



## School of Humanities, Arts, and Social Sciences Faculty Travel Practice

### 1.0 Intent

Through this practice, the School of Humanities, Arts, and Social Sciences is clarifying the expectations regarding travel funded from the School or Sponsored Research.

### 2.0 Scope

The School of Humanities, Arts, and Social Sciences provides funding for travel for faculty to support presentations at professional meetings, attendance to professional workshops, and trips for scholarly research contingent upon budget availability. Sponsored Research funds may only be used for travel if previously budgeted & the travel directly benefits the sponsored award.

### 3.0 General Practice

#### 3.1 Rensselaer Travel and Entertainment Policy

All School of Humanities, Arts, and Social Sciences travel expenses must comply with the Rensselaer Travel and Entertainment Policy: <http://www.rpi.edu/dept/finance/docs/travel/TE%20Policy%20Final.pdf>

#### 3.2 Additional Required Documentation for the School of Humanities, Arts and Social Sciences – these requirements are in addition to what is documented in the Institute’s Travel Policy

##### 3.2.1 Conference & Professional Meetings

###### 3.2.1.1 Travel Justification

All travel reports should include a clear and concise justification to how the travel relates to the faculty member’s research and scholarship.

###### 3.2.1.2 Documentation

Attach the conference agenda, invitation or acceptance letter in Concur.

###### 3.2.1.3 Receipts

Itemized receipts will be required for all School of Humanities, Arts, and Social Sciences Travel expenses, regardless of the amount.

###### 3.2.1.4 Funding Source

To ensure accurate accounting, provide a comment in Concur indicating where the expenses should be charged.

##### 3.2.2 Scholarly Research

###### 3.2.2.1 Travel Justification

All travel reports should include a clear and concise justification to how the travel relates to the faculty member’s research and scholarship.

###### 3.2.2.2 Documentation

Attach a summary indicating potential research collaborators and how the trip will advance your research and scholarship in Concur.

###### 3.2.2.3 Receipts

Itemized receipts will be required for all School of Humanities, Arts, and Social Sciences Travel expenses, regardless of the amount.

###### 3.2.2.4 Funding Source

To ensure accurate accounting, provide a comment in Concur indicating where the expenses should be charged.