

**ARTICLE 16
TRAVEL**

16.1 Professional Meetings.

(a) Faculty members should be encouraged to and may attend professional meetings, conferences, and other professional activities, with the approval of the chair or supervisor (hereafter, "chair") of the department or equivalent unit (hereafter, "department"), whether or not they receive University funding to attend. Approval to attend such activities shall not be unreasonably denied.

(b) Faculty members must initiate a Travel Authorization Request (TAR) and receive their chair's approval prior to any business-related travel.

(c) Allocations of travel funds to department faculty members shall be determined by the chair in accordance with written policies mutually developed by the chair and department faculty. These written policies must be approved by the chair and by a majority vote of the department faculty. Such policies shall be posted on the department's website.

(d) The Trustees and the UFF recognize the desirability of reducing as much as possible the bureaucracy associated with the application for and distribution of travel funds. Therefore, the Trustees shall seek to have as many of the decisions for travel funding as possible take place at the department level and shall seek to minimize the overall time required to process funding requests.

16.2 Reimbursement. When funds are available, the faculty member's expenses in connection with meetings, conferences, or other professional activities shall be reimbursed at no less than the federal government per diem rate during that travel period, up to the amount of funding available under department policies.

16.3 Travel Advances.

(a) The Trustees shall, to the extent permitted by law, provide travel advances, upon request, of up to eighty (80) percent of budgeted expenses for authorized travel of longer than five (5) consecutive days.

(b) The Trustees shall provide travel advances to faculty members at no less than the federal government per diem rate during that travel period, up to the amount of funding available under department policies.

16.4 Secondary Place of Employment. Necessary travel expenses, including overnight lodging and meals, for all assignments more than fifteen (15) miles from the faculty member's principal

place of employment shall be paid at no less than the State rate, pursuant to Florida Statutes, 112.061 (2006) and Section 14.6(b) of this Agreement.