

**Faculty Requests for Campus Leave and Travel Procedures for  
The College of Arts and Sciences**

August 1, 2011 (Last Revised)  
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Faculty Travel

1. FSU Travel Policy  
<http://www.uncfsu.edu/comptrol/AP/AccountsPayableTravel06-06.pdf>
  - a. These CAS Procedures are largely based on the policy, but they may include additional requirements.
  - b. Requirements within the FSU policy cannot be supplanted or replaced by these college procedures.
  - c. These requirements may be changed periodically by the Provost based on budget restrictions.
  
2. Checklist for Faculty Travel Authorization Requests  
-Must be received by the Dean **20 days** before travel date
  - a. Memo (**Required**)
    - 1) Purpose of the trip
    - 2) Funding source
      - a) Request for state funds for paper presentations designed to lead to publication.
      - b) Request Title III funds for faculty development activities specifically approved by the Provost (i.e, retention of students, specialized accreditation, or pedagogy)
      - c) The funding source may be changed periodically by the Provost based on budget restraints.
    - 3) Identify any cash advance requests or expenditures already paid by traveler
    - 4) Explain any unusual aspects of the travel request
  - b. Car Rental Memo  
If renting a car, a separate memo justifying the additional expense of a car rental is required.
  - c. Faculty Campus Leave Form  
[http://www.uncfsu.edu/cas/docs/Faculty\\_Leave\\_Form.pdf](http://www.uncfsu.edu/cas/docs/Faculty_Leave_Form.pdf)
    - 1) Complete and accurate
    - 2) With Chair's signature designating that it is complete, accurate, and approved
    - 3) SPA and EPA employees, who receive annual and sick leave use the HR campus leave form.  
<http://www.uncfsu.edu/humres/pdf/FSUCampusLeaveForm-07-07-09.pdf>

- d. Travel Authorization Form  
<http://www.uncfsu.edu/compTROL/AP/index.htm>
  - 1) Complete and accurate
  - 2) With Chair's signature verifying that it is complete, accurate and approved.
  - 3) If being paid by the department, it requires the budget number and the budget manager's signature
  
- e. Excessive Rate Request Form  
 -Required only if the request is for Title III funds
  
- f. Title III Request for Use of Travel Funds (if requesting Title III funds)  
<http://www.uncfsu.edu/titleiii/forms.htm>
  
- g. Verifying documents
  - 1) Copy of Meeting/Conference Announcement
  - 2) Evidence that the paper has been accepted (for paper presentations)
  - 3) Copy of Registration Form (Title III cannot pay membership fees)
  - 4) Copy of Hotel Rate Information
  - 5) Copy of airline costs (i.e., Expedia, Travelocity)
  
- h. Flight Reservation Form
  - 1) Required if FSU is purchasing the ticket in advance
  - 2) If FSU is not purchasing the ticket, do not submit this form. Please put a note on the Travel Authorization form stating that the traveler or someone else is purchasing the airline ticket.
  - 3) If approved, the traveler can be reimbursed for the ticket. Purchasing your own ticket can reduce the cost of the travel and give the traveler greater control over the travel arrangements.
  
- i. Requests should not include expenses which are considered to be no greater than would be spent on a normal workday. For example, **the state will not pay for meals on trips without an overnight stay.**
  
- j. Summer School
  - 1) Due to the short summer school sessions, travel shall not be approved when under contract to teach summer school.
  - 2) The faculty member should decide before they sign a summer school contract if they would rather travel or teach summer school.
  - 3) The only exception to this rule is if the faculty member is only teaching online courses, they will have full access to Blackboard and FSU email, and they will continue the course without interruption.

3. Checklist for Travel Reimbursements
  - a. Memo (strongly encouraged)
    - 1) Purpose of the trip
    - 2) Explaining any unusual circumstances, changes, or expenses on the trip (memo required)
    - 3) Funding source
    - 4) Identify any cash advances
    - 5) Explain returned checks (memo required)
  - b. Travel Reimbursement Form  
<http://www.uncfsu.edu/comptrol/AP/index.htm>
    - 1) Complete and accurate
    - 2) With Chair's signature verifying that it is complete, accurate and approved.
    - 3) If being paid by the department, it requires the budget number and the budget manager's signature
  - c. Title III Trip Report Form (if Title III funds were used)  
<http://www.uncfsu.edu/titleiii/forms.htm>
  - d. Conference Program  
 -highlighting your participatory role, if any
  - e. Receipts for any expenses, for example
    - 1) Hotel Receipt
    - 2) Registration Receipt
    - 3) Airline and baggage receipts
    - 4) Taxi receipts
    - 5) No food receipts – paid per diem based on FSU Travel Policy  
<http://www.uncfsu.edu/comptrol/AP/AccountsPayableTravel06-06.pdf>

### Faculty Leave

1. If a member of the faculty is to be absent from their work duties, including missing class or office hours, they must submit a **CAS Faculty Request for Campus Leave Form**. No handwritten documents will be accepted by the Dean's Office. The form for faculty not earning leave can be found at this link:  
[http://www.uncfsu.edu/cas/docs/Faculty\\_Leave\\_Form.pdf](http://www.uncfsu.edu/cas/docs/Faculty_Leave_Form.pdf)
  - a. Faculty must have approval from the Dean's Office prior to taking any leave. Failure to receive approval prior to taking leave will be considered an absence without leave and will make the person subject to disciplinary action. It also means that the person cannot receive reimbursement for any expenses incurred on the trip. The Dean's Staff can inform faculty if approval has been obtained at this level.

- b. Emergency and unplanned sick leave requests are the exceptions to the rule. We do not want sick faculty coming to work. However, faculty should not submit requests for sick leave to the Dean's Office, because they do not accrue sick leave. Faculty do not accrue annual leave either so they should not submit forms for personal days or non-official business activities.
  - c. The only exception is when the faculty has officially submitted the paperwork through Human Resources for Serious Disability Leave or Family Medical Leave (see #4 below).
2. It is critical that all requests for campus leave be submitted to the Dean's office at least 10 business days before the leave is to be taken. If the request includes a request for travel funds, then the request must be in the Dean's Office **20 days** before the leave is taken, because it must be in the travel office 10 days before the leave is to commence.
- a. This time frame gives the Dean the opportunity to review the request and seek further explanation or documentation if necessary.
  - b. Early submissions can avoid confusion and the loss of funds.
  - c. Procrastination by the faculty member is not justification for rushing the document through the process.
3. Campus leave requests must include complete explanations with a typed narrative, complete sentences, and supporting documents (see above)
- a. If any official business travel is involved, a copy of a travel authorization form must accompany the request, even if no money is being requested. This form allows for the faculty member to be potentially eligible for workmen's comp if something happens.
  - b. If a faculty member is going to be absent from their assigned duties, then a substitute must be clearly identified on the form.
    - (1) A signature of the substitute must be on the form
    - (2) The name of the substitute must be typed on the form so that he/she can be clearly identified
    - (3) The substitute is taking responsibility for the assigned duties
    - (4) The only exception is online courses, when the faculty member will have full access to Blackboard and FSU email, and they will continue the course without interruption.

4. Faculty do not receive annual leave or sick leave, except as covered under the Faculty Serious Illness, Major Disability, and Parental Leave Policy  
<http://www.uncfsu.edu/policy/employment/SickLeavePublished.pdf>
  - a. Nothing in these procedures takes away any rights or privileges identified in the above policy or the Family Medical Leave Act
  - b. If a faculty member has an illness or some other medical conditions which is going to cause them to be absent for an extended period of time, they must go to Human Resources to assist them with submission of the proper paperwork.
  - c. Faculty and Chairs are not allowed to miss their class or their assigned duties for personal reasons or vacations.
  - d. If a faculty member is sick, they should do whatever they can to notify the department chair or administrative assistant to make arrangements so that the students' needs can be met. The administrative assistant should forward this information to the Dean's Office and post a sign on the classroom and/or office door informing the students or have a substitute cover the class.
  - e. If the class is cancelled, steps should be taken to notify the students via Blackboard as soon as possible and efforts need to be made to make up the missed lecture time.
  
5. Department Chairs, Assistant Deans, and other EPA teaching administrators do accrue annual leave and sick leave, so they should submit FSU Human Resources Campus Leave Forms when they are to be off campus or will be absent from their regular duties.  
<http://www.uncfsu.edu/humres/pdf/FSUCampusLeaveForm-07-07-09.pdf>
  - a. EPA teaching administrators are not to take annual leave when they have classes.
  - b. Administrators and staff should coordinate their leave so as to keep the department open and to put the least amount of strain on the faculty and students.
  - c. If an office is to be closed, a sign should be left on the door and calls should be transferred to another office.

6. I am directing Department Chairs to carefully review all faculty requests for leave and only approve those that meet the CAS procedural standards.
  - a. **The department chairs will be held responsibility for any improper leave requests coming to the Dean's Office.**
  - b. All requests for leave must be submitted through the Department Chair.