**Philosophy Travel Priorities and Procedures**

The Department of Philosophy supports faculty travel in order to foster faculty research and teaching as well as to enhance the reputation of the department. This document clarifies departmental priorities for faculty support, expectations, and procedures for the approval and reimbursement of travel.

Priorities

1. Faculty with unspent and unencumbered support in research bursaries will be required to use those funds for their travel.
2. Priority will be placed on the following types of requests, with the purpose of ensuring that a significantly reduced travel budget is distributed in ways that widely and efficiently support the professional development of Philosophy Department faculty:

	1. Requests from assistant professors after the period for which startup funds are provided.
	2. Higher-profile presentations, such as keynotes and other significant invited lectures.
	3. Significant invited conference presentations, significant conference presentations selected through competitively refereed processes, and significant conference invited commentaries or responses in “author meets critics” sessions.

Note that support will not typically be approved for serving as session chair or otherwise participating in a conference or other meeting without making a presentation.

Expectations

1. Departmental support for faculty travel is subject to budgetary constraints and there is no guarantee that funding will be available for any travel request. Requests are handled by the Head on a case by case basis.
2. Per departmental budgetary planning, however, it is anticipated that departmental funds each FY are adequate for faculty to receive:

(i) support for one domestic trip (up to the maximum level of support; see below), and

(ii) matching support for one international trip supported through the College of Liberal Arts International Travel Grant program (up to the maximum level of matching support; see below).

1. Support for further faculty travel within the same FY may be available. As such requests are handled by the Head on a case by case, first come, first serve basis, faculty are advised to submit requests for travel at their earliest convenience.
2. For the current FY, faculty can expect that the maximum support for an approved trip will be $1300.
3. For the current FY, faculty who request approval for international travel are expected to apply for support from the College of Liberal Arts International Travel Grant program. Faculty with approved travel who apply for this program can expect to receive matching support from the Department up to $750. Support from PHIL will be provided on a matching-basis. Therefore, support from PHIL will not typically be provided for CLLA applications that receive no financial support from the CLLA.
4. Faculty are expected to seek other sources of support for travel expenses that exceed typical departmental support.
5. No department funds will be used to reimburse for alcoholic beverages purchased while traveling.

Procedures

1. For all business travel, submit an email travel request to the department head no later than four weeks prior to the trip. Please copy the administrative staff person assigned to help facilitate travel reimbursements, Kristine Hughes (khughes@tamu.edu). Please include the following information:

	1. The title of the conference or other venue at which you will present your research
	2. The dates and location of the conference
	3. The title of your presentation
	4. A clear indication of whether your presentation is a keynote address, other invited presentation, or was selected through a competitively refereed process.
	5. The dates and location of the conference.
	6. Whether you will request support for your trip from the Department and, if so, what your estimated expenses are (including airfare, ground transportation, lodging, conference registration, and meals).
2. If the Head approves your email travel request, you are expected to submit a travel request through the online Concur system for final approval. This system is available through the TAMU SSO System.
3. Requests for reimbursement of expenses must be completed within the fiscal year (Sep. 1­–Aug. 31) in which the expenses are incurred. In order to ensure that requests are fulfilled, the Department of Philosophy requires that you complete all approval processes and submit requests for reimbursement with all documentation necessary for processing to the appropriate departmental staff person by Aug. 1. If your request concerns expenses that will be incurred between Aug. 1 and Aug. 31, please consult with Ms. Bosley as soon as you become aware of the matter.