

CHA 0026

October 24, 1980

**CHANCELLORS
LABORATORY DIRECTORS
VICE PRESIDENT KENDRICK
EXECUTIVE ASSISTANT WILSON**

Travel to Scholarly Meetings on 19900 Funds

Dear Colleagues:

The enclosed Policy Governing Travel to Scholarly Meetings and Field Research Travel replaces the Presidential policy with the same title issued on January 11, 1968, and it is effective immediately.

As you know, proposed revisions have been extensively reviewed and have received approval of University administrators and the University Academic Senate Committee on Research

Sincerely,

David S. Saxon

President

Attachment

cc: Members, President's Administrative Council

Professor Benjamin Aaron, Chair, Academic Council

Principal Officers of The Regents

Special Assistant Albertson

Office of the President

October 24, 1980

POLICY GOVERNING TRAVEL TO SCHOLARLY MEETINGS
AND FIELD RESEARCH TRAVEL

Acquisition and dissemination of new knowledge are essential parts of the University's research function. Accordingly, discretionary funds are budgeted at each campus to finance grants to qualified individuals for travel to meetings of learned societies and organized conferences called to present and discuss important research results, and for field research travel.

A. Travel to Scholarly Meetings

Grants from the campus budget for travel to scholarly meetings shall conform to the following provisions:

1. Grants shall be restricted to faculty members who are University appointees and who are voting or non-voting members of the Academic Senate and to appointees of equivalent rank in the Agricultural Experiment Station, except that grants may be made to other members of the faculty or of the academic staff of organized research units if such an individual has been designated by the proper administrative officer to represent the academic department or organized research unit.

2. An application from a faculty member on sabbatical leave (non-resident or in residence at the University) is entitled to the same consideration as if the individual were in full active status.
3. Grants may be made for travel to present works of art or to present other forms of creative expression, but only for the initial presentation of such creative endeavor.
4. The sum granted for travel to attend a meeting of a learned society or a conference may include the cost of transportation and subsistence, in accordance with the University Policy and Regulations Governing Travel. At the discretion of the Chancellor, upon recommendation of the local Committee on Research and depending on the availability of funds, allowance may be limited to the cost of transportation.
5. None of the costs of travel to scholarly meetings may be paid from departmental funds.
6. A grant in exception to any of the above provisions may be authorized by the Chancellor upon recommendation of the local Committee on Research. With respect to provision 5, only, this exception authority may not be delegated by the Chancellor.

B. Field Research Travel

Travel for the purpose of developing knowledge, designated here

as field research travel, is distinguished for administrative reasons from travel for the purpose of disseminating knowledge, that is, travel to scholarly meetings as defined and regulated above.

Travel in connection with administration of an organized research unit or other similar organization, whether financed from budgeted or non-budgeted sources, will be considered as administrative travel necessary to the normal operating functions of the unit, and, therefore, it does not fall within the category of field research travel.

Grants for field research travel shall conform to the following provisions:

1. Funds for field research travel for the purpose of gathering data and research materials may be awarded by the Chancellor upon recommendation of the local Committee on Research.
2. Allowance may be made for transportation and subsistence in accordance with the University Policy and Regulations Governing Travel. When the travel regulations of a sponsoring agency differ from those of the University, the more restrictive regulations will apply.

Chancellors may issue supplementary instructions which are consistent with the provisions in parts A and B of this policy.

This statement of policy is effective immediately and supersedes that issued by President Hitch on January 11, 1968.