Faculty Travel Policy for Non-Union Faculty, Arts and Sciences

The Dean of Arts and Sciences has a budget to support a limited amount of travel for professional conferences and meetings, if grant or other funding is not available. The Dean’s travel budget is limited, so authorization of requests will always be made subject to budget constraints on a first come, first served basis. In submitting your request, please observe the following guidelines.

GENERAL GUIDELINES:

**Tenured Faculty and Faculty on Renewable Contracts of at Least Half-Time Status:**

1. Annual limit per faculty member of:
   - $2,500 for travel in the U.S.A. and Canada, or,
   - $3,000 for travel outside the U.S.A. and Canada.
2. Faculty member must be scheduled to present a paper, give a performance, and/or participate in an official capacity. (for language professors, please see policy on Professional Development Travel for Language Instructors)
3. Travel Request Form must be submitted to the Dean of Arts and Sciences with the Department Chair’s signature, and approved in advance of the conference.
4. All reasonable travel costs, conference registration, and hotel stay will be reimbursed.
5. Faculty are required to make airline reservations as early as possible, but in any case no less than two weeks in advance of travel, and are encouraged to get the best possible airfare, typically through one of the Brandeis travel vendors* or other resources (internet, group arrangements, etc.). If the fare requested is not reasonable, the Dean reserves the right to give partial reimbursement.

**Please Note:**
- Other requests for professional development should be addressed to the Department Chair, who may know of available funds.
- Faculty travel that may be necessary for faculty searches is reimbursed separately. Please see the search committee chair for details.

*Brandeis Preferred Agency:

**Egencia**
- Main Line – 1-702-939-2532
- Toll Free Number – 1-800-401-2932
- [http://www.egencia.com](http://www.egencia.com)

When booking through **Egencia**, you must pay by a pcard or personal credit card.

*Brandeis Secondary Agency:

**Carlson Wagonlit**
- Main Line – 1-800-370-6664
- Brandeis Ext - 62929
- [http://www.carlsonwagonlit.com](http://www.carlsonwagonlit.com)

When booking through **Carlson Wagonlit** you can direct bill to a Brandeis chartstring, pcard or personal credit card.