

**Department of Tourism, Recreation and Sport Management**  
**2009-10 Faculty Travel Policy**

The Department is typically able to fund limited faculty travel and professional development. The amount of funding available for travel is variable and based on available resources each year.

The following guidelines will govern faculty travel and professional development for 2009-10:

1. Research Travel and Development Funds (\$23,000 budgeted for 2009-10)
  - a. Allocations are being made across the board based on faculty assignments in research and teaching.
  - b. Faculty with assigned state sponsored research expectations will receive:
    - i. Total Allotment: **\$1,150**
    - ii. The entire allotment can be used for travel related to presenting research at a professional conference.
    - iii. Up to **\$500** of the total allotment can be used for professional development. Examples of professional development include travel to conferences in which a presentation is not given, software upgrades and renewals, books, technology needs, etc.
  - c. Faculty with no assigned research expectations will receive:
    - i. Total Allotment: **\$750**
    - ii. The entire allotment can be used for travel related to presenting a research, teaching or service project at a professional conference.
    - iii. Up to **\$500** of the total allotment can be used for professional development needs. Examples of professional development include travel to conferences in which a presentation is not given, software upgrades and renewals, books, technology needs, etc.
  - d. The travel and professional development allotment must be authorized before June 1, 2010 and must be spent prior to June 15, 2010.

**Department of Tourism, Recreation and Sport Management**  
**2009-10 Graduate Student Travel Policy**

The Department is typically able to fund limited graduate student travel related to presenting or conducting research. Travel to professional conferences for professional development purposes is also supported for first year doctoral students. The amount of funding available for travel is variable and based on available resources each year.

The following guidelines will govern graduate student travel and professional development for 2009-10:

1. PhD Student Research Travel and Development Funds (\$6,000 budgeted for 2009-10)
  - a. Each PhD Student enrolled as a full time student in TRSM will receive:
    - i. Total Allotment: **\$300**
    - ii. First year students can use the allotment for travel to a conference for professional development purposes (i.e., first year students do not need to be presenting research to receive the funds).
    - iii. PhD students in years 2-5 can use the entire allotment in two ways:
      1. For travel for the purpose of presenting a research paper. Matching funds from the graduate school must be requested to receive the \$300 from TRSM.

**OR**

2. For travel related to conducting research for an independent study or dissertation. The funds can only be used to cover the travel associated with the project and not the project itself.
- b. Each MS Student enrolled as a full time student in TRSM will receive:
  - i. Total Allotment: **\$200**
  - ii. Entire allotment can be used for the purposes of presenting a research paper at a professional conference. Matching funds from the graduate school must be requested to receive the \$200 from TRSM.
- c. PhD students are eligible for a second allotment of up to \$300 based on the following criteria:
  - i. For travel for the purpose of presenting a research paper. Matching funds from the student's faculty advisor must be received to secure the second allotment from the department. Advisors can use IDC, misc. donors, buyout funds, etc. to provide matching funds on behalf of their students.
- e. All travel expenses must be authorized before June 1, 2010 and must be spent prior to June 15, 2010.