

Philosophy Travel Guidelines for Faculty

The Department of Philosophy supports travel for permanent faculty 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.

Getting Approval Before You Travel

All academic and/or business travel must be approved by the Department Head and in Concur. This includes travel that is not being funded by the Department or other University source.

- Send an email to the Department Head, copying the administrative staff member, Lauren McAuliffe lmcauliffe@tamu.edu
- The email needs to include:
 - Dates and destination of the travel
 - Title of the conference and sponsoring organization (if applicable)
 - Title of your paper and/or presentation (if applicable)
 - Details of confirmed or pending external funding (if applicable), including whether you have a bursary you will be using to fund the trip
 - Total funding requested
 - Estimated expenses (airfare, hotel, transportation, conference fees, meals, etc...)
 - Benefit of travel to Texas A&M University
- Once you receive approval from the department head you need to create and submit a travel request in Concur
 - Login to SSO using your NetID and password
 - Go into your Concur profile and click on Request up at the top
 - Fill in the fields marked with a red asterisk
 - If you want to be reimbursed for meals you'll also need to fill in the GSA meal rate. The correct amount will depend on where you are traveling to and can be found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - Add expected expenses to the report; this will add the business office to the approval timeline
 - The total amount of expected expenses should be equivalent to what you have available
 - In the comments section, list the funding sources and the amount coming from each source
 - Attach the email approval from the Department Head as a PDF
 - Submit the request

Priorities

- Faculty with unspent and unencumbered support in research bursaries or startup funds will be required to use those funds for their travel.
- Support for faculty is provided for presentations of original research; funding support will not typically be approved for serving as a session chair or otherwise participating in a conference or other meeting without making a presentation.

Expectations

- Faculty are advised to submit requests for travel at their earliest convenience.
- For the current FY, faculty can expect that the maximum support will be \$2,500
- For the current FY, faculty who request approval for international travel are expected to apply for support from [Faculty Travel Grants | Texas A&M University College of Arts and Science \(tamu.edu\)](https://www.tamu.edu/collegeofartsandscience/faculty-travel-grants)
- Faculty are expected to seek other sources of support for travel expenses that exceed typical department support.
- No department or university funds will be used to reimburse alcoholic beverages purchased while traveling.

Requirements

- All faculty must have a Concur profile to receive reimbursements.
- Faculty members' bursaries, grants, and other external funding sources will be allocated for travel expenses before Philosophy's travel budget may be sourced. Exceptions will be made at the discretion of the Department Head.
- If the traveler's spouse, children, or other guest(s) are present during the trip, expenses incurred due to the presence of guests are not eligible for reimbursement.

