

To: HHD Faculty
Fr: Craig & the Travel Committee
Re: Travel for 2004-2005

We met on Friday, Oct. 1 and based upon the following information:

- 1) last year's travel was about \$15,000
- 2) this year's request were over \$25,000
- 3) the input from Dr. Gene Allen at the retreat

the following decisions were made and will be in effect for this Fiscal Year:

- 1) every tenure / tenure track faculty will be allocated \$750 for out-of-state, professional development travel (**that will put this year's amount at over \$18,000**);
- 2) UNIVERSITY / DEPARTMENT RULES, GUIDELINES AND DEADLINES MUST BE FOLLOWED;
- 3) Departmental travel funds will not be used to support professional travel of those faculty on sabbatical or professional development leave
- 4) This money will NOT carry over from one year to the next;
- 5) This money DOES NOT apply to travel in relationship to ACCREDITATION needs or other Departmental needs;
- 6) This does not apply to IN-STATE travel... which will be handled on a case by case basis;
- 7) Faculty who have traveled this year and received MORE than the amount **just got lucky**... you are done.
- 8) Faculty who have traveled and received less have a balance remaining.

The Committee will stay active this year to assist Craig in any unusual requests.

Craig Stewart
Lynn Marlow
Mark Nelson
Greg Olson
Rozan Pitcher