

Social Sciences Travel Procedures and Funding

The following outlines the procedures for faculty members traveling on college business.

1. Any regular faculty member who wishes to travel on college business (such as teaching in Coeur d'Alene, engaging in professional development, etc.) needs to complete a Division of Social Science Travel Request Form (available in the "Faculty Only" section of the Division website) and email it to the Division Chair **at least a month** before the travel is to occur. (Exception: Social Work faculty members should send their requests to the Social Work Program Director first.) **The travel form must be submitted even if no college funds are being used or requested to support the travel.**
2. Faculty members applying for Division funding to support their travel should indicate their estimated expenses on the Travel Request Form. Faculty members are encouraged to provide additional details/clarification in the email to which the form is attached. For example, if the amount of funding being sought is different than the estimated expenses, please specify that.
3. After reviewing the request and consulting with the faculty member (if needed), the Division Chair will forward the request to the Administrative Assistant, with a cc to the faculty member. The Chair will indicate approval/disapproval and the amount of funding authorized (if any). At that point, the faculty member should consult with the Administrative Assistant about making travel arrangements.
4. Some travel (especially out of state) requires additional approvals from the Dean and/or upper Administration. Faculty members should not spend any money until they have received **all** of the necessary authorizations.
5. Faculty members should also submit a request for a Faculty Development Grant through the Provost's Office -- presuming the travel in question is eligible for such funds. Doing so means that more Divisional money is available for everyone. Instructions and applications are available here: <http://www.lcsc.edu/provost/faculty-development-grant/>. **If a grant is received, please inform the Administrative Assistant, as she needs to know that in order to process your travel.**

Please note that the amount of funding available will depend in part on the number of faculty members who wish to travel and the expense of that travel.