

UW Tacoma Administrative Directive 70.1

Faculty Travel and Staff Travel for Development Funds for FY2010-11

(Approved by the Chancellor and the Vice Chancellor of Administrative Services, September 20, 2010)

1. Overview

Directors and Dean in conjunction with division heads may identify dollar amounts to convert state operating funds (GOF) to Designated Operating Funds (DOF) for use for faculty travel and staff travel for professional development for the current fiscal year. This exchange of funds provides flexibility for faculty or staff to travel out-of-state using DOF funds.

2. Establishing Level of Funding for Travel

- a. Each Director/Dean will consult with their faculty and staff to determine interest in and need for travel funds for presenting at conferences and professional development.
- b. Each program or school can determine the amount it will target for faculty travel. Historically \$1,000 per faculty per year was budgeted. Each will also manage any issues of equity if any decisions were previously made during this fiscal year regarding use of any development funds by faculty.
- c. The campus has identified spending of \$60,000 for staff travel for professional development using the amounts identified below. This provides both a cap and an aspirational amount but not a required dollar amount for each divisional area. It is hoped that this benchmark will encourage some equity across the institution for staff even as some units may have more resources available than others.

Divisional Area	Estimated % FTE	Campus target of \$60,000 for staff travel for development (allows for increased demand since 2007-08)
Equity and Diversity & the Chancellor's Office	6%	3,600
Academic Affairs	50%	30,000
Administrative Services	18%	10,800
Advancement	5%	3,000
Enrollment Services	12%	7,200
Student Affairs	9%	5,400
TOTAL	100%	\$60,000

- d. Each Director/Dean will identify appropriate dollar amounts for faculty travel and for staff travel for professional development.

3. Purpose of Funds

- a. Funds cannot be used for any other purpose than for faculty travel and staff travel for development.

4. Procedure for Implementation

- a. Directors/Dean will communicate their amounts for faculty travel and the amount for staff travel for development to their division head (vice chancellor).
- b. The vice chancellor will verify funds are available, and then communicate approval to each Dean or Director.
- c. As soon as the Vice Chancellor approves the amounts, travel may begin. Travel does not need to wait for the AVC Finance to complete the transfer of funds.
- d. The division head will compile all requests and submit them to the AVC of Finance by the following dates: by October 18, 2010, by January 18, 2011, and by April 16, 2011.
- e. The AVC of Finance will perform the necessary budgetary revisions after each quarterly deadline. The amount submitted for DOF exchange will be placed in each unit, program or school's 74 DOF budget for travel.
- f. At the end of the fiscal year, June 30, 2010, any unspent money in the 74 DOF budget will expire. It is therefore suggested that units plan conservatively. Due to the uncertainty of the budgetary environment, if unforeseen budget reductions require these funds, it will be possible to move funds back into GOF and out of DOF one time to apply to the necessary reductions. Multiple moves back and forth between budgets will not be made.

For more information please contact the AVC Finance:

- Phone: 253.692.5666
- Campus mail: Box 358431
- Email: janrutle@uw.edu
- For links on travel on UW Tacoma Finance website please see:
http://www.tacoma.washington.edu/finance/purchasing/goods_services.cfm#travel

For UW travel procedures please review the [Travel Web site](#). The Travel Office can be reached at:

- Phone: 206-543-5858
- Campus mail: Box 351117
- Email: traveluw@u.washington.edu