


The College of Social and Behavioral Sciences

	Policy:	
	<h3>Heads and Directors Travel Funds from Dean</h3>	
	Revision:	Effective:
	1 November 94	1 November 94

Policy

Each year the SBS Dean will make available to each department head and program director an amount up to \$500 for his or her own travel as head/director of an SBS unit. The funding is available for travel and travel-related expenses, such as meals, hotel stays, and the like. This funding is not intended to be for conference fees, however. The funding can be used to attend professional meetings that a head or director believes to be important for his or her own scholarship or at which his or her attendance as head/director of the unit would be important.

Individuals serving in an "acting" or "interim" capacity may also qualify for this funding, unless the permanent head or director already has planned to use it in a given year.

Knowledge

Funding arrangements can be made directly with the business manager in the Dean's Office, without any prior approval from the dean.