

Malpass Library Travel Policy

Policy

All Library faculty travel must be approved by the Dean of Libraries prior to travel. \$1000 will be allocated to each faculty member in FY10 to meet the professional development and academic obligations of the library faculty. Faculty must submit their travel requests by the end of September and funds should be encumbered by March 31. Faculty will be expected to give a presentation (such as a brown bag lunch) for faculty and staff to discuss the results of their academic travel following their return to campus.

Travel for all library employees to support library operations must be approved by the Dean of Libraries and will be supported based on the availability of funds. Library employees are expected to give reports to their respective departments and supervisors.

Requests for reimbursement should conform to university practices and include a general summary of the expenses, rationale for any extraordinary expenses, and itemized receipts for all expenses and follow university travel guidelines as stated at

<http://www.wiu.edu/BusinessServices/travguid.shtml>

Review

This document will be reviewed by the Dean on an annual basis.



Approved/Signature

Tuesday, August 25th 2009

Date

Reviewed: 8/25/2009