

**URI TRAVEL POLICY AY21-22 - This policy is subject to change pending on budget resources.**

**PURPOSE:** The URI College of Business (CoB) provides travel funding for the purpose of research and development for scholarly qualified faculty. This Policy provides guidelines and establishes procedures for faculty who travel on URI/CoB business.

**1. Scope:** This policy applies to anyone who travels outside the state of RI on business, regardless of the source of funds, or if any travel expenses will be reimbursed.

**2. Responsibility of Traveler:** Each traveler should be conscious of an obligation to spend CoB funds prudently. CoB will reimburse business travel expenses only if they are reasonable, appropriately documented, prior approved, and in compliance with the URI Policy. Faculty traveler is also encouraged to submit requests to The Office of the Provost for faculty development funds.

**3. Travel Approval**

- A. Faculty traveler is required to submit the CoB faculty travel planning form before processing Travel Authorization (TA) [PURCHASE REQUEST FORM](#) Faculty traveler is required to prioritize travel plans as we will not be able to cover all travel requests.
- B. TA needs to be completed by traveler online and saved (NOT submitted) Send an email to Fran Klensch to advise you have completed a TA. Fran needs to review the TA for possible edits and enter the appropriate fund number. She will then submit the TA for approval.
- C. The TA should include a reasonable estimate of all travel expenses.
- D. Faculty member needs to update their research profile on the Interfolio before emailing Fran to edit a TA.
- E. The TA must be entered (and an email sent to Fran) as far in advance of travel dates as possible. A minimum of 6 weeks is needed if airfare costs will be incurred (except under special circumstances in which the need for travel arises on short notice).
- F. All travel on URI/CoB business must have prior approval of CoB Dean's office. Travel will first be reviewed by the Associate Dean of Research and then gets sent to the Dean or Dean's Designee for possible approval. The Dean's office will make the final decision regarding total or partial funding of the estimated travel expenses.

**4. Reimbursable Expenses**

**FACULTY ONLY**

- A. The travel allowance is typically capped at \$2500 per person per year for full paper presentations at major professional meetings/conferences such as AMA, AAA, DSI, FMA, AFA and AOM or when attending any major association meetings/conferences as an officer or Board member of the association.
- B. Faculty traveler is responsible for demonstrating the need, significance and scholarly impact of extra conference attendance if the annual faculty travel budget exceeds the cap of \$2500.
- C. CoB also supports domestic travels for curriculum development and pedagogical training which is needed to deliver the Area's core curriculum. These will be approved on a case by case basis with typical cap of \$1500 for domestic travel.
- D. Reimbursable amounts; if the actual travel expenses differ from estimated expenses the overage must be submitted to the Dean for consideration/possible approval. Expenses that exceed cost estimates must be for a reasonable amount and must align with the URI travel policy.

THE URI travel policy can be found on the URI Controllers webpage.  
<https://web.uri.edu/controller/travel/>

**NOTE: This policy is subject to change every AY subject to budget resources.**

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