

Philosophy Travel Policy

All travel, regardless of source of funds, is reviewed and approved by a supervisor. No one may approve his/her own travel or his/her supervisor's travel.

Faculty members planning to be absent from campus for professional trips for one to 10 days must ensure that all classes and other responsibilities are satisfactorily covered and must obtain advance approval from the department head by completing and submitting a travel request through Concur (<https://ba.uoregon.edu/travel/concur>). After review for completeness, availability of funds, and compliance, the traveler will be notified of approval through Concur. It is in everyone's best interest to submit travel requests well in advance of the travel start date. Every effort will be made to process travel authorization forms as quickly as possible. Please note that without advance approval neither the university nor the department have an obligation to reimburse for travel expenses.

Faculty planning to be absent for more than 10 working days in a given term must submit a written request to the department head, who will confer with the Dean. The Dean's Office as well as the department head must approve all such absences.

Faculty requesting funds for travel during a sabbatical leave year must obtain additional approval in advance from the CAS Deans' Office and the Vice President of Academic Affairs using the Sabbatical Approval Request Form found here: <https://casweb.uoregon.edu/sabbaticals>

A corporate travel credit card is available for university business travelers subject to the employee's agreement to comply with the university's requirements and procedures. Travel advance funds may be requested and approved (under limited circumstances) through the travel management software system. More details can be found on the Business Affairs website: <https://ba.uoregon.edu/travel/air-car-lodging-meals/general-travel-information>

Reimbursement or payment requests that differ substantially from the original travel authorization will be reviewed by the Business Affairs Travel Department and may need approval from the department head, if the reimbursement request does not follow the original approved travel request.

Please note two special situations:

1. Faculty who plan to travel during the academic year when classes are in session, even though they themselves may not be teaching during the term of the planned trip, must follow the policy of the [CAS Statement of Faculty Responsibilities](#). This policy requires faculty to make their absence from campus known depending on length of time away.
2. Faculty requesting funds for travel during a sabbatical leave year must obtain additional approval in advance from the CAS Deans' Office and the Vice President of Academic Affairs using the Sabbatical Approval Request Form found here: <https://casweb.uoregon.edu/sabbaticals>