Travel Guidelines 2013-2014

Allocations

Each year every library faculty member may be allotted a flat amount of money to be used for travel expenses. At the beginning of the fiscal year, The Dean will inform the committee as to how much money is available for travel. This allocation can be used for reimbursement costs incurred on conference registration, airfare, auto mileage, lodging, and ground transportation up to allowable limits defined by The Office of State Travel. Travelers may use their allocation for in-state or out of state conferences and workshops. Allocations may be used to support travel to one conference or several within the fiscal year. Allocation amounts will be revisited at the beginning of each fiscal year.

Administrative Travel

Most conference travel undertaken by librarians is subject to the R &T allotment system. Travel to conferences or workshops which are considered essential to an individual’s job duties may be reimbursed outside of his or her allocation (Ex: Depository Library Council Meeting for the Federal Documents Librarian). Library Administration may also support travel to local conferences or workshops at their discretion (Ex: LUC). This type of reimbursement is generally referred to as “Administrative Travel”. In these cases, travelers would be reimbursed for their travel without funds being deducted from their yearly R & T allocation. If a traveler is unsure as to whether their participation at a particular conference would be reimbursable through administrative travel, he or she should inquire before making travel plans.

Additional Travel Funds

Additional funds may be available to those who anticipate a need for extended travel during a particular fiscal year. If a traveler plans to only attend one national conference, he or she may not request additional funds. Additional funds should be requested for multiple national conferences in a given fiscal year, or a combination of one or more national conferences and in-state conferences. Consideration will be given to the traveler’s participation at conference. When possible, more money will be allocated to a traveler who is presenting at a conference or is a member of a national committee (as opposed to simply attending the conference).

Travelers should submit a Request for Additional Travel Funds to the R & T Committee by January 15, 2014

Those who do not plan to use up their travel allotment should notify the R & T Committee by email or in writing by January 15, 2014 if possible. The committee will solicit this information via e-mail by December 15, 2013. Funds forfeited by individual faculty members will be used to fund additional travel or professional development for those who anticipate a need for extended travel funds.

Travel Reimbursement
All travelers must submit an Authorization to Travel form via SharePoint in advance of travel. To access the form go to Financial Services Sharepoint Page then select Accounts Payable. Select TravelAuth_FY13_14. Click on ‘Add document’ to generate a new form.

All travelers requesting reimbursement for expenses must submit a Travel Voucher via Sharepoint with appropriate receipts and documentation to their Chair immediately following library travel. To access the form go to the Financial Services Sharepoint Page then select Accounts Payable. Select Travel_Voucher_FY13_14. Click on ‘Add document’ to generate a new form.

When filling out the above forms, library travelers should select ‘Foundation’ as the source of funds and 90330 as the account.

For more information on allowable limits, restrictions, requirements and procedures, see the UNO Travel Reimbursement page.

Travelers may also want to view the Powerpoint on UNO Travel Guidelines and Policies for general information on the reimbursement process.

2013-2014 Research & Travel Committee

Janet Crane (Chair)  
Gena Chattin  
Jennifer Jackson