

Faculty Travel Guidelines

Updated, 3/31/2025

Travel expenses must be carefully justified and appropriately allocated. All UW travel must be approved in advance by the Department Chair and must meet a high threshold of being essential. The travel approval process requires a brief justification for the essential nature of the travel.

These requirements apply in all cases, regardless of the source of funding.

Essential Travel:

- Essential Field Research. Where field research is required, travel should be strictly limited to the UW personnel who are essential to the successful completion of well-defined field work.
- Essential Professional Duties. Faculty may use appropriate funds for conference attendance and other essential professional duties that cannot be completed via remote participation and collaboration. Again, faculty are expected to maintain a high threshold for identifying essential duties -- i.e., presenting, conference organizer, editorial board, etc.

Department Travel Support: Access to the department's travel program is limited to faculty who present at or serve in a leadership role (conference board, editorial board, etc.) for a professional conference or workshop. This program is intended to support transportation, lodging, and registration expenses only. *Faculty members who have access to other funds such as start-up, retention, professorships, etc. will not be eligible for the department-funded program.*

Annual Departmental Support Limits (7/1/2024 - 6/30/2025)

- Assistant Professor: \$1400
- Associate Professor: \$900
- Professor: \$700

"Other" Travel Support: Faculty members may use other sources of funding such as start-up or retention funds and named Professorships for essential travel, subject to Chair's approval.

Sponsored Research Grants: If a grant was approved by the sponsor to include travel expenses, it is the responsibility of the PI to ensure that travel is strictly limited to the purpose of the award. When requesting approval for travel on these funds, PIs may simply state "This travel is consistent with the purposes of the grant as funded."