

## **ARTICLE 16**

### **TRAVEL**

#### **16.1 Professional Meetings.**

(a) Faculty members may attend professional meetings, conferences, and other professional activities, with the approval of the chair or supervisor of the department or equivalent unit whether or not they receive University funding to attend. Approval to attend such activities shall not be unreasonably denied.

(b) Faculty members must initiate a Travel Authorization Request (TAR) and receive their chair's approval prior to any business-related travel.

(c) Allocations of travel funds to department faculty members shall be determined by the chair in accordance with posted written policies jointly developed and agreed to by the chair and department faculty (by a majority vote).

**16.2 Reimbursement.** The reimbursement rate for expenses in connection with meetings, conferences, or other professional activities shall as specified by Florida law, up to the amount of funding available under department policies.

**16.3 Travel Advances.** To the extent permitted by law, the University shall provide travel advances, upon request, of up to eighty (80) percent of budgeted expenses for authorized travel.