

**ARTICLE 19**  
**TRAVEL**  
**[AMENDED AUGUST 2019]**

19.1 Professional Meetings.

- (a) Employees may attend professional meetings, conferences, and other professional activities, with prior approval from the Provost, or Provost's designee, whether or not they receive University funding to attend. The University fully supports travel that provides appropriate benefit to the institution. In considering a travel request, the University will consider, among other factors, the impact of an Employee's absence on the Employee's normal duties. If a travel request is denied, the reason for the denial must be given to the requesting Employee in writing. Approval to attend such activities shall not be arbitrarily denied.
- (b) Employees must initiate a travel authorization request utilizing the University's approved form or process as soon as practicable.
- (c) Allocations of travel funds to Employees shall be set by departmental funding, and will be determined by the Provost, or Provost's designee, in accordance with University guidelines. Allocation of funds to an individual or group does not guarantee approval of travel activity, and funding that is not used in a particular fiscal year may not be carried over for usage during a future fiscal year.

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

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