

SFA Travel Policy

Title: SFA Travel Policy

Policy Owner: School of Fine Arts

Applies to: SFA Faculty, Staff, Students

Campus Applicability: UConn Storrs and Regional Campuses

Effective Date: April 1st, 2022

For More Information, Contact: School of Fine Arts Financial Services Office

Contact Information: sfainancial@uconn.edu

Official Website: <https://sfa.uconn.edu/office/faculty-resources/financial-services/>

REASON FOR POLICY

To support the need for faculty, staff and students to travel for conferences, events and other business purposes to enhance programming, research, and/or outreach endeavors.

APPLIES TO

SFA Faculty, Staff, Students

DEFINITIONS

SFA funding is defined as: any funding retained within SFA, not including funds from external granting agencies (usually 5/6 Ledger accounts). AAUP/OVPR/UCPEA funding are exempt from the Per Diem section of this policy, but not the registration fee section.

POLICY STATEMENT

As a state agency, we must safeguard our travel privileges and funds by practicing fiscal, ethical and public responsibility. The SFA Travel policy establishes procedures that balance the school's legitimate travel needs with sound stewardship of public resources.

POLICY

It is the responsibility of the traveler to consult and follow the applicable University and SFA travel policies. We recommend all travelers apply for a University Travel Card to reduce their out-of-pocket expenses.

Please be sure to always reference the most up to date University Travel Policy located on the [Travel Office's Website](#). In addition to adhering to the University Travel Policy, travelers utilizing SFA funding must also follow the SFA per diem guidelines below based on the duration of their trip.

Travel lasting 14 days or longer in one location

- Lodging should be arranged in long-term style housing with a kitchen to help reduce both food and lodging costs.
- Lodging reimbursement will be capped at 75% of the location's daily GSA rate.
- Food reimbursement requests will be capped at 75% of the location's daily GSA rate.

Conference Registration fees

Must be paid via a Travel Card or paid out of pocket, they should not be paid on a ProCard. This **includes** non-SFA funding sources such as awards from AAUP/OVRP/UCPEA.

PROCEDURES

Please visit the [Travel section of the SFA Financial Services Office website](#) for detailed instructions on how to adjust the auto-generated per diem amounts in Concur to be in line with the above per diem reduction.

All faculty and staff that anticipate traveling are encouraged to apply for a University Travel Card. We do not recommend you wait until you have a trip planned to do so as you will need to take training, obtain approval and receive the physical card before it can be used.

Prior to securing travel arrangements, please reference this policy as well as the currently posted University Travel Policy.

RELATED POLICIES

[University Travel and Entertainment Policy](#)

[University Student International Travel Policy](#)

[University Travel Card Policy](#)

POLICY HISTORY

Policy Created: Approved by SFA Leadership 03/31/2022

Revisions:

June 12, 2024