

6.200 PROFESSIONAL TRAVEL

There is a Professional Travel Budget. A DTF, appointed by the budget dean, will make all decisions about allocations from this budget. Here are guidelines that the DTF will use:

1. The DTF may fund all or part of transportation and conference/meeting/workshop fees. It cannot cover per diem expenses.
2. Preference will be given to:
 - a. Regular faculty under three year contracts, including administrators holding faculty rank.
 - b. Requests for travel further than 300 miles of Olympia.
 - c. Faculty who are participating in, rather than just attending, a conference/meeting/workshop.
 - d. Faculty who have used travel funds less recently.
3. All requests for money from the Professional Travel budget should be sent to the DTF. Requests must include:
 - a. Name
 - b. Name of conference/meeting/workshop (if any).
 - c. Place and dates of travel.
 - d. Participation in meeting/conference/workshop.
 - e. Relation of meeting/conference/workshop to Evergreen.
 - f. Cost of transportation and other expenses that may be covered. (Lowest special rate plane fare)
 - g. Date of last use of travel funds.
4. The DTF will meet whenever necessary to consider requests for money from the Professional Travel budget.