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.