



allocated for such purposes only if such allocation is consistent with the purposes of the endowment or grant.

B. Eligible Travel

B.1. Tenured and tenure-track faculty

Faculty members who have been appointed to the ranks of professor, associate professor, assistant professor, or instructor<sup>1</sup> may apply for reimbursement of travel expenses under any of the following circumstances:

- a. Their name appears in the published program of a professional conference, symposium, workshop or meeting as a presenter,

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Such applications will be reviewed by the Dean(s) of the Faculty and  
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Prior to departure, please follow the steps below to ensure International SOS support while traveling.

- a. Visit the [Holy Cross/IntISOS](#) website to review IntISOS resources and access your Proof of Membership. Please contact the Department of Risk Management and Contracts for the membership number at 508-793-

## E. Reimbursement

E.1 The College will reimburse a tenured or tenure-track faculty member for 100% of eligible expenses capped at up to \$1,250 per supported trip within the U.S. or to Canada, and capped at \$1,800 per supported international trip, including Hawaii (not including Canada), with a total maximum annual \$3,000.

E.2 The College will reimburse other full-time faculty members 100% of eligible expenses up to \$1,000 per supported trip.

reimburses and for the trip availability in this support as determined by the Department of Instruction.

iver email address: [receipt@a1.chromeriver.com](mailto:receipt@a1.chromeriver.com).

## F. Special Considerations

F.1. Faculty members may apply for “special circumstances” for a trip that will be exceptionally expensive, for additional trips in a single year or for additional overall support. Special effort should be made to moderate travel costs to fit within the guidelines. Special circumstances may include but are not limited to:

- Coverage for additional days in the case of international conferences or conferences on the West Coast or trips to Alaska or Hawaii.
- Coverage for additional days in the case when two conferences are held consecutively. (For example, smaller organizations that meet right before or right after a larger conference.)
- An increase in the per-trip cap in cases when the flight cost is very high (e.g., exceeds 75% of the cap for the trip) or the conference fee is high (e.g. exceed 50% of the cap for the trip).
- Coverage for a fourth trip may be considered if the faculty member is required to attend the conference because of his or her appointment as an organizer of the conference, an officer in a professional organization or as a journal editor. The faculty member should work with the Dean(s) of Faculty to develop a year-long travel plan.

Such requests must be submitted well in advance of the trip and will be reviewed by the Dean(s) of the Faculty, whose approval will depend on the strength of the case that the requestor advances and on the availability of funds. Faculty members should request prior approval of such variances





