

# **TRAVEL FUND POLICY AND PROCEDURES**

Games and Interactive Media  
Nicholson School of Communication and Media  
College of Arts and Humanities

## **Authorization and Process**

Travel in service of the Games and Interactive Media (GaIM) department's mission is supported whenever possible, subject to the conditions and limitations of the department funds. When planning a trip, faculty must complete a funded travel authorization request (TAR) and submit it to the department's chair for review. If a faculty member is not seeking funding, the department's complimentary travel notification form should be completed and submitted no more than 30 days prior to the requested travel.

If the traveler is missing any assigned classes or other assigned duties during the trip, an intended coverage plan should be indicated where appropriate on the request form. All international travel will need to be registered with EH&S once approved. TARs should be approved before any expenses (airfare, hotel, registration, etc.) are incurred. All UCF employees must follow UCF Travel policies.

## **Funding Prioritization and Distribution**

Travel funding is prioritized, first, for faculty with a research component to their assignment of duties. Travel funding will be divided equitably among the number of research faculty in the unit, and faculty with a research assignment will be notified of their available amount at the start of contract. If a faculty member elects not to use their allocated total, that funding will be returned to the pool and divided equitably. Should there be funding remaining in the pool after research faculty requests are met, faculty who are not expected to do research will be eligible. Faculty with start-up funds will be expected to exhaust them before applying for general travel funds.

Faculty must notify the Assistant Director/Chair of their intent to use the funding allocated to them according to these rules by August 15<sup>th</sup> each year. Without such notification, the funding will be released into the general pool.