

## Student Development and Enrollment Services Travel Guidelines for Professional Development and Travel

The purpose of these guidelines is to provide professional development and continuing education opportunities for SDES employees so that they may maintain and upgrade professional competencies and skills, fulfill professional and statutory requirements, and meet certification and accreditation standards. In order to meet these goals, and to afford employees the opportunity for professional development, departments are encouraged to:

1. Offer in-house workshops and seminars that provide education, as well as required CME's (Continuing Medical Education) and CEU's (Continuing Education Units), to a large group at a low cost, and to publicize the availability of these programs to other SDES departments via e-mail and other means of internal communication.
2. Provide funding to employees for professional development and travel according to the SDES Travel Guidelines, reasonableness of the travel, and the needs of the department.
3. Seek appropriate approvals since many different variables will be considered by the departmental director, assistant vice president (if applicable), senior leadership team member, and/or vice president when reviewing an employee's request.
4. Encourage employees to travel when costs are remunerated by either a grant that has been awarded to a department or by external sources. This travel should be accepted and welcomed for our employees when fitting within our goals and objectives for the division and department.
5. **Funding for professional development and travel at any level is not guaranteed and is contingent upon the department's budget availability and the appropriate approvals.**

### Criteria for Professional Development and Travel:

1. Many programs offered at UCF and within close proximity to the UCF campus (50 miles) are of exceptional quality and should be a primary consideration when determining travel for professional development. Coursework at UCF is also offered to our employees at no cost (up to 6 SCH) and is an excellent means for professional development and continuing education.
2. In order to be conscientious of cost, the following order should be considered when approving requests for professional development and travel:
  - a. UCF provided workshops and courses, web-based and telecast workshops and seminars;
  - b. Central Florida region;
  - c. Within Florida;
  - d. Regional level;
  - e. National level.
3. Departmental directors should also consider the following guidelines when evaluating requests for professional development and travel. The travel should support the university, division, departmental missions, and:
  - a. The employee is gaining required CME's/CEU's or mandatory training in order to maintain their professional licensing or certification;
  - b. The employee has been invited to present at conference or workshop, or will be receiving a recognized award;
  - c. The cost of travel is being paid or subsidized by a grant;
  - d. The cost of travel is being paid or subsidized from an external funding source outside of SDES;
  - e. Educational information cannot be obtained elsewhere in a more cost-effective manner;

4. Approval for professional development and travel for SDES employees shall be determined on the following basis:
  - a. If approved as essential and the **departmental budget permits**, employees may be granted funding for travel or professional development, following the above guidelines, not to exceed \$2,000 per fiscal year.
  - b. If an employee requests funding for professional development or travel which exceeds \$2,000, the request must be submitted with justification, and it must be approved by the departmental director, assistant vice president (if applicable), senior leadership team member, and the SDES VP (or her designee).
  - c. Staff retreats may be held at a local venue only. Any staff retreat that is being considered at a location 50 miles or more is required to have the same approval as (b.) above prior to the retreat taking place.
5. For those presenting at or attending a conference or other event that has been paid for by university funds, there is an expectation that they share information from the conference within the department, at a poster session, or some other form of discussion within the division.

Procedure for Travel Authorization:

1. The director of the department may approve travel request(s) for employees, up to \$2,000 annually. He or she must take into consideration the budget constraints within the department and use appropriate judgment when doing so. A copy of the approved [SDES Travel Form](#) **must** be forwarded to [elvis.wanamaker@ucf.edu](mailto:elvis.wanamaker@ucf.edu). Any travel request(s) for an individual employee that exceeds \$2,000 within a fiscal year must be approved by the appropriate AVP/SLT member before travel arrangements can be made. Travelers and directors can use the optional [SDES Travel Expense Detail Sheet](#) to assist in estimating the travel requests total cost.
2. Non-professional development travel that is required as part of the employees' everyday job responsibilities, to include recruitment, is not included in this policy or the employees' \$2,000 limit and shall be approved at the discretion of the departmental director.
3. Staff members may travel for professional development or continuing education at their expense, without having to take leave, provided it is relevant to his/her duties, approved in advance by the departmental director, and does not cause a hardship within the department.
4. It is important for UCF to comply with the Fair Labor and Standards Act (FLSA). As such, if a non-exempt employee (OPS and most USPS) are attending professional development, and the employee works more than 40 hours in either week, they are entitled to overtime compensation (OTC PeopleSoft code). Additionally, it should be noted that non-exempt employees are entitled to be compensated for travel time above and beyond what they would travel to UCF. Questions regarding this should be directed to the SDES Assistant Vice President, Personnel and Technology.
5. These guidelines are subject to revision.

Effective: April 1, 2016