

MU LIBRARIES REQUEST FOR TRAVEL/RELEASED TIME

Date of Request	Date of Departure for Meeting	Date of Return from Meeting	Date of Return to Work

Your Name:		# of Leave Days Requested:	
Destination (place):		Admin Travel Requested?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Purpose:			

Employment Category (check one)	Trip Purpose (check at least one)	Funding (check at least one)
<input type="checkbox"/> Librarian/Archivist I	<input type="checkbox"/> Attendance	<input type="checkbox"/> Base
<input type="checkbox"/> Librarian/Archivist II & above	<input type="checkbox"/> Committee	<input type="checkbox"/> Supplemental formal (\$500)
<input type="checkbox"/> Staff	<input type="checkbox"/> Presentation	<input type="checkbox"/> Supplemental Committee (\$250)

Registration (select one)
<input type="checkbox"/> Will you register and pay for registration yourself?
<input type="checkbox"/> Or, do you prefer that the Library Administrative Office register and pay for you? (Attach registration info.)

ESTIMATED COSTS:

Transportation	Department Head
Personal vehicle of miles x	# of Days Release Time Granted
UMC Vehicle	Amount of Financial Support
Airfare	Signature: _____
Shuttle to Airport	Date: _____
Airport Bus/Taxi	Division Head
Airport Parking	Administrative Funding? Yes <input type="checkbox"/> No <input type="checkbox"/>
Hotel Parking	# of Days Release Time Granted
Lodging	Amount of Financial Support
Total Per Diem for Meals*	Signature: _____
Per day with less than 8 hrs = \$ 0	Date: _____
Per day with 8 to 11.99 hrs = \$ 21	
Per day with 12 or more hrs = \$ 42	
Registration	MU Libraries Fiscal Office
Other	Amount of Financial Support
Total Estimated Cost	Signature: _____
Amount You Are Requesting	Date: _____

*Example: Leave town 3:00 pm, stay 2 nights in KC, arrive back 1:00 pm: Day 1 = \$21 (3:00 pm - 12 midnight = 11 hours); Day 2 = \$42 (24 hours); Day 3 = \$42 (12 midnight - 1 pm = 13 hours). Total per diem = \$105

Justification for Administrative Funding

Department Head Comments (optional)	Division Head Comments (optional)

For Admin use: Requesters travel fund balance prior to this request: _____

MU Librarians and Archivists Travel and Professional Development Policy
University of Missouri-Columbia Libraries
Travel Policy

1.0 SCOPE OF POLICY: This policy establishes guidelines for awarding of travel funds and/or release time to librarians & archivists at MU Libraries.

2.0 GENERAL

2.1 Librarians and archivists at MU Libraries are encouraged to attend meetings of national, regional, state and local organizations concerned with the library profession and its interests and to attend workshops, conferences and other meetings which will encourage continuous learning and development which benefit the MU Libraries, the profession, and the individual.

2.2 Request for travel or other professional development (e.g., webinars) should state the reasons how the travel is business or work-related and how it will enhance job performance, competence, or professional growth.

2.3 No travel request will be approved which will significantly impair library operations or services. Sufficient number of librarians and archivists must be available to maintain at all times the normal schedule and operations of the Libraries.

2.4 Those funded for travel and provided release time are encouraged to share what they have learned within a few months of the event. Such sharing may take place through presentations, written reports or notes, blog postings, or other activities. It may be desirable to send one person to a workshop, etc. who will be responsible to train and inform others upon return.

2.5 University guidelines for travel and reimbursement rates must be followed: http://bppm.missouri.edu/chapter4/4_010.html

3.0 TYPES OF TRAVEL: MU Libraries supports activities and travel of two types: business-related and professional development related.

3.1 Business-related/Administrative activities include:

3.1.1 Travel at the request of the Director to represent MU Libraries at national, regional, state or local meetings such as ACRL, MLNC, etc.

3.1.2 Travel at the request of the Director to formally represent the MU Libraries on other official business, and/or to explore in detail at other libraries or sites solutions to problems facing the Libraries, or to recruit librarians and archivists.

3.1.3 Travel required to fulfil the official duties of the position (e.g., federal depository library representation).

3.1.4 Travel for an educational event that is necessary to fulfill job duties and/or which the librarian or archivist has been requested by their supervisor to attend to fulfill job duties.

3.2 Professional development related activities include:

3.2.1 Attendance at conferences and meetings of organizations (e.g., national, regional, or state, or local) for librarians and archivists who serve on committees, are invited speakers, are presenting papers, are active participants in the organization or would like to become active participants.

3.2.2 Attendance at meetings of academic organizations related to the employee's area of subject expertise and job responsibility (for example, annual meetings of the Modern Language Associations or American Political Science Association, etc.).

3.2.3 Participation in conferences, institutes, workshops, training sessions, etc., that are expected to directly improve the performance of librarians and archivists in their specific job responsibilities or to prepare for future library needs.

4.0 RELEASE TIME: All of the types of travel identified in section 3 will be awarded reasonable release time, but these guidelines do not exclude the awarding of release for other appropriate types of travel.

5.0 REIMBURSEMENT OF EXPENSES

5.1 MU Libraries will allocate a set amount annually for each professional to support professional development activities. The recommended base amount, should finances permit, is \$2,000 per year for Librarian I's and Archivists I's and \$1,500 per year for other ranks. Such funds should be made available by July 1st of each year.

5.2 After the end of the first fiscal year that this plan is in operation, unused travel funds will roll over into a pool for supplemental funding. This pool will be capped at \$15,000. Any unused funds in excess will revert to Library Administration.

5.3 Once the supplemental pool is established, librarians and archivists can request these funds for conferences or other professional development events in which the librarian or archivist is an active participant. Active participation includes formal program participation or committee participation (see criteria below). Documentation of the active participation should be provided (e.g. paper or poster acceptance documentation, committee acceptance correspondence). Requests for supplemental funding for active participation can be made at any time, (i.e., the base allotment does not have to be expended first). However, funding from the base allotment and supplemental funding cannot exceed the MU-payable portion of the conference costs. Requests for supplemental active participation funds will require approval and justification by department and division heads and final approval by Library Administration.

5.3 Criteria for awarding active participation supplemental funds:

5.3.1 Formal program participation. The highest level of supplemental funding will be granted to those individuals required to attend meetings as formal program participants, e.g., those presenting papers or posters, or serving as moderators or panel members.

Level of support: Up to \$500 per meeting or event

5.3.2 Committee participation. A high level of supplemental funding will be granted to those who are appointed or elected members or chairs of committees, editorial boards, boards of directors, etc.

Level of support: Up to \$250 per meeting or event

6.0 GUIDELINES TO BE CONSIDERED WHEN SUBMITTING TRAVEL REQUESTS

6.1 If available, materials describing the meeting, workshop, etc. should accompany the request for travel. Materials will always accompany travel requests if the administrative office of the MU Libraries registers the individual making the request.

6.2 All estimates for expenses are to be calculated as realistically as possible.

6.3 After completion, the Request for Travel Funds should be submitted through immediate supervisor to appropriate administrative head.

7.0 REIMBURSEMENT REQUEST ROUTINES: After returning from the trip, the traveler should complete a Travel Expense Voucher (UM-UW11). UM System Forms: <http://www.umsystem.edu/ums/fa/management/records/policy-1103> This form should be printed out and returned to the Library Administration Office with appropriate documentation. Appropriate documentation would include (always originals, not copies): 1. Original hotel bill; 2. Valid receipt for airline ticket (if not already paid for); 3. Receipt for registration fees. Reimbursement should be in accord with the MU policy on travel reimbursement: <http://mubic.missouri.edu/travel.htm> The Library Administration Office will then submit the forms to the appropriate University office for action.