



POLICY: REQUESTS FOR DEPARTMENT FUNDING OF TRAVEL
Effective August 1, 2012

PURPOSE

This Department of Anesthesiology Travel Policy sets forth the criteria required for faculty and staff to obtain Departmental monies in support of travel effective August 1, 2012.

SCOPE/PERSONNEL

Faculty and staff members in the University of Colorado School of Medicine Department of Anesthesiology

PROCEDURE/POLICY

Any leave in which a faculty or staff member is requesting financial support from the Department must be submitted in writing to Department Administration within a reasonable amount of time prior to the date the travel is to take place. This policy applies to all leave associated with professional speaking activities (PSA), educational activities (EDU), or any other leave type in which Department funding may be requested.

Leave in which no Department support is being requested should continue to be submitted for Department approval in keeping with current practice.

Outlined below are the criteria that must be met in order to qualify for Department-financed travel.

- Faculty (Professors, Associate Professors, Assistant Professors, Instructors, Postdoctoral Associates, Research Associates, and Professional Research Assistants)
 - Domestic travel
 - In order to maximize the external profile of the Department and to further meaningful interaction between Department faculty/trainees and external peers doing similar work, the Department will support the travel of faculty and trainees who are presenting results/data (clinical or laboratory) for up to 2 North American meetings per year. The expectation of the Chair and Department for such travel is that the information presented results in a peer-reviewed publication. Subsequent requests for use of Departmental funds will be potentially denied if previous presentations are not published in a timely fashion.
 - International travel
 - The Chair and Department Administration will evaluate attendance at international meetings by Anesthesiology faculty on a case-by-case basis.
 - If international travel does not meet the above criteria for Department funding and does not qualify as official university business, days missed for such trips should be listed as vacation time and not submitted for Department reimbursement.

NOTE: It is the expectation of the Chair that all faculty ensure the following criteria are met and have worked with the appropriate decision-making bodies (e.g., OR Scheduling Committee) prior to submitting any requests for department-financed leave:

- Meeting all clinical service obligations (including back-up for illness)
 - Department must maintain a minimum number of attendings and anesthesiologists on the clinical schedule Monday-Friday
- Allowing for academic, administrative and educational obligations
- Staff (Exempt Professionals, Classified, and UPI personnel)
 - Domestic travel
 - In order to support staff education and career development, the Department will support the travel of staff members for up to 2 North American meetings per year. Attendance at meetings must be justified by staff as being directly related to the staff member's current position or career trajectory within the Department of Anesthesiology.
 - International travel
 - The Chair and Department Administration will evaluate attendance at international meetings by Anesthesiology staff members on a case-by-case basis. If international travel does not meet the above criteria for Department funding and does not qualify as official university business, days missed for such trips should be listed as vacation time.

EXCEPTIONS

Potential exceptions to above criteria for Department-financed travel (these will undergo additional review and are not necessarily limited to the list below. Final approval for faculty and staff travel is at the discretion of the Chair):

- Official university business – must justify.
- Important and/or unfunded invitations

Compliance

Please note that this policy is in compliance with the University of Colorado Procurement Service Center (PSC) Procedure Statement: Travel, effective January 1 2012. The policy is located [here](#).