



# YOUNGSTOWN STATE UNIVERSITY

YOUNGSTOWN, OHIO 44503

December 20, 1968

Memo to: Dr. William H. Coffield  
Vice President of Academic Affairs

Dear Dr. Coffield:

As I promised you here are some thoughts that might be considered in a re-evaluation of our Travel Policy. We have been very liberal, but not very consistent, in our budget for the current year with the amount of money shown under account numbers 410, 420, and 460. Here then are my suggestions which we should discuss then review with Mr. Rook and the Deans, and possibly finally with the Senate Faculty Affairs Committee.

## TRAVEL AND ENTERTAINMENT

### 410. Professional Development.

A sum should be allocated to each department for faculty professional development by attending professional meetings, conferences, committees, etc. The fund is administered by the department chairman. Eligible for participation are all full-service faculty members of the academic department, and the professional personnel of the non-academic department for which the fund is provided. Excluded are department chairmen whose travel is covered under "Official Travel". Reimbursement may be up to, but not exceeding, half of actual expenditures within authorized trip limitations. Care shall be taken to see that benefits are widely available in the department and not concentrated on a few individuals. The amount budgeted in this account shall be calculated as three quarters of one percent of the base salary attributable to all eligibles in that department. (Summer salaries of 9 month's faculty and the salaries of the department chairman are excluded in the calculation). These funds are not transferable within the department.

### 420. Interviewing.

A sum to be used only for the direct reimbursement of costs involved by prospective faculty or staff members who visit the campus. This fund may not be used to pay for travel or other expenses of employed University personnel for any purpose. The amount budgeted shall be calculated at \$500 for each vacant position approved in the departmental budget. The funds shall be administered by the department head and are not transferable within the department.

460. Entertainment.

Entertainment is limited to official University activity. It is not intended as a substitute for private entertaining. Because of the variability of entertainment requirements throughout the University, entertainment budgets will not be made at the department level, but instead will be funded and administered by the Deans' offices. Any requests for participation in these funds must be made in writing in advance by the department head to the dean. The request will identify the occasion, list all persons to be included and provide an estimate of cost. Within approved limits the reimbursement will be made on the basis of receipted bills. There is proper and continuous concern by legislatures that public moneys being used for entertainment should be kept as low as possible. Unless specifically approved in advance, entertainment is limited to the guest and the faculty member serving as host. The state will not approve payment for alcoholic beverages. These funds are not transferable within the department.

New  
Number

Official Travel.


A new classification is hereby established for purposes of supporting approved official travel by department heads, designated faculty and other staff, and deans. One such account in each Dean's office shall serve each school or major division of the University. The amount established in each account shall be one and one half percent of the salaries of the dean and department heads of the college or school expecting to participate in it. Official travel is for University business such as recruiting faculty, official representation of the University at national, regional or other meetings, conferences, etc. All out-of-state official travel must be cleared by the Dean in advance with the Vice President of Academic Affairs. In-state official travel requires only the Dean's approval.

New  
Number

Moving Expenses.

A category shall be established in the Business Office to provide reimbursement of new faculty for moving expenses within the limits of stated University policy. This fund shall be set at the number of new positions authorized multiplied by the maximum amount which the position level will provide, less 25 percent to allow for delay and costs below the maximum.

Cordially,

  
A. L. Pugsley