

UNIVERSITY OF CALIFORNIA

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CHANCELLORS LABORATORY DIRECTORS

Dear Colleagues:

The enclosed Policy Governing Travel to Scholarly Meetings and Field Research Travel is effective immediately. This Policy supersedes the policy issued October 24, 1980.

The revised policy clarifies that campuses are no longer prohibited from using departmental funds to supplement grants for faculty travel to scholarly meetings to present and discuss research results. In addition, campuses are provided, in cases of limited funding, more flexibility to determine which travel expenses should be reimbursed.

Sincerely,

A handwritten signature in black ink that reads "Richard C. Atkinson".

Richard C. Atkinson
President

Attachment

cc: Members, President's Cabinet
Academic Vice Chancellors
Academic Council Chair Leiman
Special Assistant Gardner
Principal Officers of The Regents

**Policy Governing Travel to Scholarly Meetings
And Field Research Travel**

Acquisition and dissemination of new knowledge are essential parts of the University's research function. Accordingly, discretionary funds are budgeted at each campus to finance grants to qualified individuals for travel to meetings of learned societies and organized conferences called to present and discuss important research results, and for field research travel.

A. Travel to Scholarly Meetings

Grants from the campus budget for travel to scholarly meetings shall conform to the following provisions:

1. Grants shall be restricted to faculty members who are University appointees and who are voting or non-voting members of the Academic Senate and to appointees of equivalent rank in the Agricultural Experiment Station, except that grants may be made to other members of the faculty or of the academic staff of organized research units if such an individual has been designated by the proper administrative officer to represent the academic department or organized research unit.
2. An application from a faculty member on sabbatical leave (non-resident or in residence at the University) is entitled to the same consideration as if the individual were in full active status.
3. Grants may be made for travel to present works of art or to present other forms of creative expression, but only for the initial presentation of such creative endeavor.
4. The sum granted for travel to attend a meeting of a learned society or a conference may include the cost of transportation and subsistence, in accordance with the University Policy and Regulations Governing Travel. At the discretion of the Chancellor, upon recommendation of the local Committee on Research and depending on the availability of funds, allowance may be limited to the partial reimbursement of the allowable travel expenses.
5. A grant in exception to any of the above provisions may be authorized by the Chancellor or his/her designee upon recommendation of the local Committee on Research.

B. Field Research Travel

Travel for the purpose of developing knowledge, designated here as field research travel, is distinguished for administrative reasons from travel for the purpose of disseminating knowledge, that is, travel to scholarly meetings as defined and regulated above.

Travel in connection with administration of an organized research unit or other similar organization, whether financed from budgeted or non-budgeted sources, will be considered as administrative travel necessary to the normal operating functions of the unit, and, therefore, it does not fall within the category of field research travel.

Grants for field research travel shall conform to the following provisions:

1. Funds for field research travel for the purpose of gathering data and research materials may be awarded by the Chancellor upon recommendation of the local Committee on Research.
2. Allowance may be made for transportation and subsistence in accordance with the University Policy and Regulations Governing Travel. When the travel regulations of a sponsoring agency differ from those of the University, the more restrictive regulations will apply.

Chancellors may issue supplementary instructions which are consistent with the provisions in parts A and B of this policy.

This statement is effective immediately and supersedes that issued by President Saxon on October 24, 1980.