

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

FACULTY TRAVEL

As limited by Policy 5151, Procedures 5151.1, and 5151.2, and the provisions of the Master Agreement, Schoolcraft College will pay expenses of each faculty member who attends an approved professional or educational meeting.

The request must be submitted in advance to the Faculty Forum's designated representative for the Faculty Professional Development Fund. Such requests must be on a Travel Authorization (TA) Form 760. The Forum's representative shall submit the required forms to the Vice President and Chief Academic Officer.

Provision will be made for class substitution between the appropriate administrator and the faculty member. The College does not routinely pay for substitutes, but may do so in cases deemed appropriate by the administration.

A travel expense report must be submitted to the Forum's designated representative within five (5) days of the conclusion of the travel. Receipts for travel, lodging, and meals must be attached to the travel expense report (Procedures 5151.1 and 5151.2). The Forum's representative shall submit the travel expense report and receipts to the Vice President and Chief Academic Officer.

Revised—Cabinet
February 8, 1982
July 29, 1996
May 10, 2000
Reviewed—VP and CFO
June 13, 2005
Reviewed—VP and CFO
August 1, 2019