

Policy on Faculty Travel Days for Professional Activities

Effective Date: November 1, 2001

Policy Statement

Who Should Know This Policy

Related Policies

Contacts for Further Information

Policy Statement

School of Medicine faculty may use up to 45 days per year for travel related to professional activities, such as approved consulting, fund raising, public service related to the profession, or service on peer review or state or national committees. This 45 day allotment includes the allotted annual vacation days (22 days for full-time faculty).

As long as faculty travel does not exceed 45 days, the faculty member will follow the departmental approval process and University travel policies. If travel exceeds 45 days, the faculty member must obtain the chair's approval prior to making travel commitments. The department chair will report annually to the dean on all faculty members whose travel exceeded 45 days.

This policy does not impact the policy for travel by department chairs.

Who Should Know This Policy

Dean, School of Medicine
Associate Dean for Finance, School of Medicine
Department Chairs
Department Administrators
Faculty who travel

Related Policies

Approving Combined Vacation and Business Travel

<http://www.virginia.edu/~polproc/proc/6-20.html>

Approval of Travel Outside the Boundaries of the United States and Its Territories

<http://www.virginia.edu/~polproc/proc/6-21.html>

University Travel Policy

<http://minerva.acc.Virginia.EDU/procurement/travel/TravelBasics.html>

Contact for Additional Information

Associate Dean for Finance