Travel Approval Policy

Updated July 2014

FORM REQUIRED PRIOR TO TRAVEL WHEN BIOLOGY FUNDS ARE USED
All travel paid with Department of Biology funds must be reviewed PRIOR to travel dates, and approved by the department head. http://biology.uoregon.edu/faculty-resources/travel-policy-information/

SABBATICAL TRAVEL
For Sabbatical travel, approval is required in advance by both the Head of the Department of Biology, and the Dean of CAS using the same form. This applies to all UO Funds, including general funds, foundation funds, and grants.

COMPLETING THE FORM
Fill in the type of travel, estimated expenses, business purpose, funding source, and other pertinent information. Please use full name(s) of organizations (no acronyms); full names of individuals; and full description of activity and business purpose. See “Travel FAQs” for the Department of Biology’s Website http://biology.uoregon.edu/faculty-resources/travel-policy-information/

TRAVEL DURING THE ACADEMIC YEAR
All Faculty who plan to travel during the academic year must follow the policy of CAS Statement of Faculty Responsibility, requiring faculty to make their absence from campus known depending on the length of the time away.

REIMBURSEMENT
Travel is reimbursed after the trip has been completed. Please see PDF on Receipt Requirements. Full amount reimbursed is dependent on UO Travel Policy and departmental approval.

UNIVERSITY OF OREGON TRAVEL POLICY
The Department of Biology follows UO Travel policy. This determines what can be reimbursed, the amount that can be reimbursed, and all the requirements for reimbursement. Current UO Travel Policy: http://ba.uoregon.edu/faculty/travel-faculty There are also short informational PDFs available: http://biology.uoregon.edu/faculty-resources/travel-policy-information/

INTERNATIONAL TRAVEL
The University of Oregon requires International Travelers to register with the Office of Risk Management. Detailed information and forms required http://orm.uoregon.edu/content/international-travel