



AY 20/21

TRAVEL during COVID

Travel for professional development **is suspended during COVID**. However, regular faculty may qualify for reimbursement for participation in the following online professional activities.

1. Registration for participation in online conferences or professional events that are relevant to the faculty members field of study.
2. Registration for participation in professional workshops.

NOTE:

1. Registration fees for participation in the above-named professional activities requires prior approval by the Associate Dean of Faculty Affairs. Prior to the date of travel, a Request for Authorization to Travel should be completed and sent as an email attachment to the Associate Dean of Faculty Affairs. Identify the cost of registration and include the name of the conference, event, or workshop on the form. The AD will sign, scan and return a copy of the form for your records. The approved form should be attached to the Certify reimbursement request.
2. Registration for a professional conference or event is distinct from membership in professional organizations. Membership fees are **not reimbursable**.

Contact the CLASS office if you have questions regarding travel in the time of COVID.