

Western Carolina University  
College of Health and Human Sciences  
School of Nursing

**Policy on Travel for Professional Development and Continuing Education**

Consistent with the mission and philosophy of the School of Nursing (SON) it is the policy to support travel for faculty professional development and continuing education. The dollar amount provided to support travel will depend on the priority assigned to the travel and the budget resources available. Priority for travel will be given in the following order:

1. Travel to conferences in support of presentations as part of the tenure-track process or other scholarly work, or supporting the development of junior faculty as nurse educators.
2. Travel to support key operations of the SON (e.g., accreditation, program compliance, licensure, or certification).
3. Travel to support the continued competence of faculty as nurse educators.
4. Travel to support education requirements to maintain certification and the subsequent faculty position (e.g., nurse practitioner or nurse anesthesia).
5. Travel to support other professional development in a specialty or to maintain other professional certifications (such as AACN certifications).

It is expected that faculty will concurrently request funding from other university sources to support travel if available (e.g., Microgrants, Chancellor's Travel Fund, etc.).

Process:

Faculty will submit paperwork for preapproval of travel using the "H" Drive and notify the appropriate Administrative Assistant of the request. On the preapproval form, faculty must indicate the purpose of the trip, the funding priority noted in the previous section, and the URL to the conference site. Incomplete requests will not be reviewed.

Administrative Assistants will then notify the Director of the SON. The Director's Council (Director and Associate Directors) will review requests on a monthly basis. Faculty must submit preapproval for travel at least 30 to 45 days in advance to allow for approval and the processing of requests (payment of fee/tuition through the university).

Notes:

-Travel supported by grants will also be reviewed by the Director's Council.

-Day-to-day clinical travel will be reviewed on a monthly basis by the Director's Council to ensure cost-effectiveness. Faculty are reminded that all clinical travel must be submitted no later than 30 days after the event.

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