

# College of Earth and Mineral Sciences

## Internal Guidelines for Travel Expenses for Emeritus and Retired Faculty/Staff June 27, 2017

Emeritus and retired faculty and staff may be utilized to continue providing support to the College after retirement. Leveraging their individual strengths can present various challenges to comply with University Policy. To ensure compliance with University policy, this guideline documents the handling of travel expenses related to Emeritus and other retired faculty and staff traveling while providing continued support of the College's mission.

### **Domestic Travel:**

Domestic travel will follow the University Travel Policy:

<http://guru.psu.edu/policies/PennStateTravelPolicy.html>. In addition to the current University Travel Policy, the College also requires Emeritus and retired faculty and staff to provide a summary of the travel and budget that supports the travel for all associated expenditures to be reviewed and approved prior to the travel. This will be handled through the University's Employee Reimbursement System (ERS) via "Authorizations" functionality within the system. The submission for review and approval will be handled by the College's Financial Officer in coordination with appropriate College staff and administrators familiar with the requestor's involvement with the College and reasons for travel. The Dean provides final approval.

Reimbursement requests submitted without prior approval will not be processed, and all expenses will be the responsibility of the traveler.

### **International Travel:**

The University has established a Policy regarding International Travel Requirements:

<https://guru.psu.edu/policies/InternationalTravelRequirements.html>. All travelers on University-affiliated travel must comply with this policy. This includes Emeritus and retired faculty and staff traveling in support of the College, regardless of the funding source.

Compliance with this policy includes the completion of the Travel Safety Network (TSN) registration prior to the travel. In addition to the International Travel Requirements, the College also requires Emeritus and retired faculty and staff to provide a summary of the travel and budget that supports the travel for all associated expenditures to be reviewed and approved prior to the travel. This will be handled through the University's Employee Reimbursement System (ERS) via "Authorizations" functionality within the system. The submission for review and approval will be handled by the College's Financial Officer in coordination with appropriate College staff and administrators familiar with the requestor's involvement with the College and reasons for travel. The Dean provides final approval.

Reimbursement requests submitted without prior approval will not be processed, and all expenses will be the responsibility of the traveler.