

**Supporting Educational Excellence at Mines:**

**Professional Development Travel Policy**

**For Department Staff**

To support department staff training and development efforts, Academic Affairs has developed a travel budget to fund department staff expenses related to professional development conferences or offsite training/development workshops. Conferences or workshops related to improving professional administrative skills used in your position such as budgeting, accounting, research grant accounting, technical writing, specialized computer software skills, web development, supervisory and management skills, and other related topics in higher education administration and or professional administrative skills that enhancing department/program administration and support the overall mission of Mines may be funded by this initiative.

Department staff are eligible to receive up to $1,000 in travel funds per fiscal year. Departmental funds may be available to supplement this amount, with the department head approval. Travel must be completed by the end of the fiscal year; funds do not carry over from one fiscal year to the next. Funds may be used for airfare, mileage, lodging ($250 maximum per day), registration, and meal expenses (in accordance with Controller’s Office policies.) Payment of association dues/memberships is not an allowable expense.

Staff should submit the attached “Travel Support Application for Department Staff” form to Academic Affairs at least four weeks prior to the proposed travel dates. The application must be approved by the Department Head and the Director of AA Operations. Applications will be evaluated based on the extent to which they have the potential to enhance the department operations and the quality of the educational experience at Mines by improving processes and skills performed by department/program staff and promoting the professional development of staff.

To facilitate institutional training and professional development and to promote best practices, recipients will be expected to share (via workshops, admin meetings, websites, or other appropriate mechanisms) the knowledge gained as a result of the conference and/or workshop attendance.

**Colorado School of Mines**

**Travel Support Application for Department Staff**

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| 1. **Applicant Name:**       **CWID:**

 **Department:**        **Email address:**         |
| 1. **Conference/event name:**
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| 1. **Conference/event location:**
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| 1. **Conference/event dates:** From:       To:
 |
| 1. **Describe how your attendance at this conference will improve teaching effectiveness at Mines. Please be specific.**
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| 1. **Describe tentative plans to share what you will learn at this conference/event.**
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| 1. To be paid by Academic Affairs (maximum is $1,000):

 Estimated cost to be paid by the department:       Estimated cost to be paid by other sources:       Estimated total cost:       |
|   |
| 1. **Signatures**
 |  **Date** |
| Employee |       |       |
| Supervisor: |       |       |
| Director of AA Operations: |       |       |
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