English Department
Faculty Travel Procedures

Here are the steps to follow when you’re planning to attend a conference or travel for research.

1. Complete a Travel Authorization Form. Send it to Heather, and she’ll route it for the necessary signatures. Once signed, this form will encumber the funds for your use. If you decide not to take the trip or change your plans, please notify Heather. You may want to use GSU’s Travel Services to estimate the cost of your trip or book your travel arrangements: www.travel.gsu.edu

If you plan to drive to your conference or research destination, please prepare a Car Rental Cost Comparison (CRCC) before you submit your Travel Authorization Form to Heather. You can find the CRCC Form linked to the mileage reimbursement section near the end of the Travel Expense Statement. This comparison will indicate whether it’s more cost-effective to drive your own car or take a rental.

2. After your trip, complete the appropriate Travel Expense Statement (in-state or out-of-state). Send it to Heather, and she’ll submit it. Do your best to complete it fully. If you have questions, you may ask Heather. You may find both forms at the university webpage: https://finance.gsu.edu/#travel. Heather has prepared a model form for you to follow.

3. If you are traveling internationally, you should also complete the OII International Travel form: https://international.gsu.edu/internationaltravel/. If you’re traveling to a high-risk country (level 3 or 4), you will need to obtain Travel Authorization.

This year, all faculty are allocated $1,200 for professional development, including travel.