English Department
Faculty Travel Procedures

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

Before you travel

Complete a Travel Authorization Form. Include on this form all the expenses you expect to claim for your trip. 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.

Submit the form to Heather. 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.

For international travel

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.

After your trip

Complete the appropriate Travel Expense Statement (in-state or out-of-state). You may find both forms at the university webpage: https://finance.gsu.edu/#travel. Heather has prepared a model form for you to follow.

Submit your expense statement to Heather.

This year, all faculty are allocated $1,200 for professional development, including travel. (Conference registration fees come from a different fund and are not included in this allocation.)