**Professional Travel Requests Policy**

Southwestern Christian University recognizes that members of its faculty are interested in attending meetings of learned or professional societies as a means of keeping abreast of their fields of teaching and research. The University encourages this professional development by providing financial support for such activities. Faculty members may make requests for professional travel expenses through the University President. All requests are considered in respect to the academic departmental budgets.

Faculty travel which involves absence from class must be approved by the Provost & Vice-President for Academic Affairs. There is a limited amount of travel money budgeted each year for approved professional travel.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 7.07.10  
Policy Revised:*