Tampa Library

Professional Development Travel for Library Faculty, Administration (A&P) & Staff

Original effective date: 2002

Review date(s): 2016/2017

Category: Administrative

Approved by:
Library Faculty/Admin 11/2016
Library Management 11/2016

Library Dean: Todd Chavez April, 2017

PURPOSE & INTENT
USF Libraries employees are encouraged to engage in professional development through participation in conferences, workshops, seminars, and visits to other institutions.

Library faculty and staff are expected to identify and seek out professional development opportunities. Approved professional development activities are jointly supported by the library through funding and/or release time and by the beneficiary. Financial support for professional development is predicated on the availability of funding.

STATEMENT OF POLICY
Administrative and Professional Development Travel

1. Occasions when an individual is required to represent the Library at a meeting, conference or other activity are defined as Administrative Travel. Examples include but are not limited to:
   a. Representing the library on user groups or boards, conferences, or other meetings;
   b. Evaluation, inventory, or preparation for the purchase or shipment of collections;
   c. Meetings with potential or existing donors;
   d. Visits to external libraries for the purpose of comparison or information gathering;
   e. Training activities which develop skills on systems or procedures needed by the organization for which there is an expectation that knowledge gained is formally shared upon return.

2. Professional Development activities are for personal professional advancement. This may include attendance or participation at meetings, workshops, institutes, or conferences.

Funding
Support for Administrative and Professional Development is based on the availability of funds.

1. Support for Administrative Travel is normally reimbursed at 99% (transportation, lodging, registration, and per diem).

2. Professional Development is reimbursed at levels defined by criteria developed by the Faculty Travel Group.

3. Based on the availability of funding, additional support may be provided for registration costs.

4. Administrative leave can be used for both funded and non-funded development activities, with the appropriate Director and Dean approvals.
Regulations

1. All travelers are required to complete and obtain approvals on a USF Library Professional Development Leave Travel Request form.
2. If funding is approved, proper university rules and regulations according to the USF Travel Department must be followed prior to travel arrangements.

AUTHORITY

Refer to:

- USF Policy & Procedures #0-001 Issuance of Policies and Procedures
- Florida Statute 2016 Title X section 112.061 – Per Diem and travel expenses of public officers, employees, and authorized persons.
- USF Travel Manual
- Best Practices for USF Business Travel
- Other USF Travel Department information and forms: [http://www.usf.edu/business-finance/controller/payment-services/travel.aspx](http://www.usf.edu/business-finance/controller/payment-services/travel.aspx)
- International Travel Services at USF: [http://www.usf.edu/world/resources/travel-services.aspx](http://www.usf.edu/world/resources/travel-services.aspx)