

Travel Policy Department of Philosophy

October 8, 2025

Wherever possible, the Department hopes to support professional travel for Department faculty, students, and staff for University related purposes. Professional travel includes travel to conferences and other venues for the exchange of philosophical work, travel for research, and travel in support of professional society activities.

The Chair will endeavor to share travel funds equitably among all those seeking funds. However, those seeking to attend an important conference are encouraged to seek funds and depending on the justification for the trip and the availability of funds, such travel will be supported.

Allowable expenses include:

- Economical and reasonable round-trip travel.
- Single-occupancy lodging at the conference hotel or equivalent for the duration of the conference.
- Conference registration fee (Any memberships will have to have an approved membership memo).
- Meals (per diem by the University, no need to save meal receipts, and also cannot be included in the hotel bill).
- Parking.
- Ground transportation (within reason—don't book a hotel that will require expensive and frequent taxi fares, no expensive limousine services, etc.). Anything that is 10 miles or less, does not qualify for reimbursement.

The Department Chair will determine the degree of financial support. The Department will not reimburse for any expenses beyond the cost of individual professional travel. Those wishing to stay additional days or wishing to bring a spouse may do so, but at their own expense. The Travel Authorization (TA) worksheet must be approved by the Department Chair and submitted to the Business Office Manager before any purchases are made, or the traveler will risk not being reimbursed.

Always receive written permission for travel from the Department Chair before you begin a TA worksheet. Then submit completed TA worksheet to the Office Business Manager. The worksheet must be signed by the chair.

The worksheet can be found on the department website. The business manager can also provide. This must be turned in at least one week BEFORE travel, at least two weeks for international travel.

The Business Office Manager can purchase plane tickets for you, make sure you get chair approval first.

Itemized receipts and other materials should be submitted to the Business Office Manager within seven days of completion of the trip. Travelers are encouraged to economize whenever possible. Sharing hotel rooms and ground transportation costs with colleagues helps. Some hotels and car rental agencies offer a special rate to University and State employees. Further information regarding the University's policy on travel is available at <https://www.sc.edu/policies/ppm/fina250.pdf>.