FACULTY/STAFF RETREATS

The following represents the guidelines for expenditures related to Faculty/Staff Retreats:

- Departments must secure advanced approvals in writing from the appropriate Senior Administrative Official listed below.

  Academic Units must have the approval of the Department Chair, Dean and Provost.

  Health System Units must have the approval of the appropriate Department Head, Administrator, and Director of Health Systems.

  Central Administration Units (including Athletics) must have the approval of the Vice President for Financial Affairs and Administration or the President.

  Student Affairs Units must have the approval of the Vice President for Student Affairs and the Provost.

- All costs should be estimated in the approval request and should be reasonable and customary. The request should include the source of funding from which the retreat will be financed. No ledger 2 accounts may be used to fund this activity.

- Transportation, lodging, meals, and other travel costs associated with faculty/staff retreats held within the State of Alabama are considered employee travel expenses and are subject to the State per diem regulations and other UAB travel policies. Class materials and the fee for a conference room in which to hold classes would not be subject to the per diem limits.

- Travel costs associated with retreats held outside the State of Alabama are considered to employee travel expenses, subject to UAB travel policies for out-of-state travel.

- A complete listing of all participants and guests attending the retreat should be provided as documentation for group expenditures.

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