

# UNIVERSITY OF WYOMING

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**To: Deans and Directors**  
**From: Nicole Ballenger, Associate Provost**  
**Subject: Reimbursement policy for sabbatical-related travel expenses**  
**Date: August 30, 2012**

Recently we've received a number of requests to clarify reimbursement policy for sabbatical-related travel expenses.

- It's defensible to reimburse people for costs of shipping materials directly related to the scholarly purposes of a sabbatical leave. Shipping of scholarly books, research materials, or specialized research equipment could fit in this category.
- UW won't reimburse people for costs of shipping personal and household effects. This policy doesn't prevent people from seeking fellowship support or agreements with other institutions that allow reimbursement for these expenses.
- Similarly, we won't reimburse people for housing and living expenses associated with living arrangements on sabbatical leave, or for personal travel to and from the sabbatical location. These expenses (in contrast to temporary lodging and meal costs) are analogous to the living costs that employees incur when they aren't on sabbatical: they have to cover those costs through their regular income or other personal sources. Again, there's no policy that prevents people from seeking support of this type from other organizations or institutions.
- UW will reimburse temporary lodging and meal costs associated with business travel expenses from sabbatical locations, i.e. the same type of business expenses that would be reimbursed if the person were not on sabbatical leave. For example, travel expenses to participate in professional society meetings may be reimbursed.