



Office of
Academic Affairs

REIMBURSEMENT PROTOCOL FOR SABBATICAL/PROFESSIONAL DEVELOPMENT LEAVE-RELATED TRAVEL EXPENSES

Purpose: To describe travel expenses that may or may not be reimbursed for sabbatical and/or professional development leave.

Associated Regulations, Policies and Forms: UW Regulation 2-16 (Sabbatical and Professional Development Leave); Official University Travel and Reimbursement Policy

Policy: The University of Wyoming will take reasonable efforts to reimburse faculty for allowable expenses consistent with the Official University Travel and Reimbursement Policy (<http://www.uwyo.edu/regs-policies/section-7-finance-and-business/index.html>) and college and unit policies and procedures.

1. The costs of shipping materials directly related to the scholarly purposes of a sabbatical or professional development leave may be reimbursed. Shipping of scholarly books, research materials, or specialized research equipment could fit in this category. This type of reimbursement is contingent upon academic unit or college policy and/or conditions of contracts or grants that may be used for this purpose.
2. UW will not reimburse faculty for costs of shipping personal and household effects. This policy does not prevent faculty from seeking fellowship support or agreements with other institutions that allow reimbursement for these expenses.
3. UW will not 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: faculty have to cover those costs through their regular income or other personal sources. Again, there is no policy that prevents people from seeking support of this type from other organizations or institutions.
4. 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. Reimbursements of this nature are contingent upon academic unit or college policy and/or conditions of contracts or grants that may be used for this purpose.