

# University of Arkansas at Pine Bluff

## Faculty/Staff Handbook

Policy: **ATTENDING PROFESSIONAL MEETINGS**

Policy #: **8.4**

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Members of the teaching, research, administrative, and extension staffs are encouraged to attend professional meetings, when attendance is beneficial to both the employee and the University. Brief leaves from official duties may be granted by your department head for attendance at such meetings when circumstances permit. The University will reimburse you for part of the travel expenses when travel funds are available and to the extent allowed by University travel regulations. Applications for leave and for travel allowances in connection with attendance at professional meetings must be approved in advance. If you are a non-exempt employee, Human Resources can provide information about Fair Labor Standards Act provisions for travel time.

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Resource(s):

Approved by:

Approval date:

Custodian: Human Resources