
Policy on Short-Term Inter-Campus Travel (To/From Madrid)

Version: 1.0

Responsible University Official: Provost

Version Effective Date: March 1, 2024

1.0 Introduction

Videoconferencing and other technologies greatly facilitate communication and collaboration among St. Louis-based employees and Madrid campus employees. However, certain circumstances warrant direct, in-person engagement of SLU colleagues to best support educational and operational excellence on both campuses and strengthen SLU overall.

This document outlines those circumstances and establishes the principles, policy statements, and procedures that govern travel of St. Louis-based Academic Affairs employees to the Madrid Campus and vice versa. The need for this Policy is predicated on:

- the significant resources SLU must expend for any such travel
- the significant resources SLU invests in high-quality video-conferencing and related technologies (an express purpose of which is the mitigation and/or elimination of unnecessary domestic and international travel)
- the significant coordination required to ensure minimal travel-related disruption to work on both campuses

2.0 Scope

2.1 This policy governs all short-term inter-campus travel for non-teaching purposes (defined below) to SLU's Madrid campus by all St. Louis-based University Academic Affairs employees (including faculty), and to SLU's Saint Louis campus by Madrid-based University employees (including faculty) reporting through the Provost, **except**:

- such travel to either campus that is incidental to personal or non-SLU professional travel
- short-term inter-campus travel funded by external grants

Note: St. Louis-to-Madrid and Madrid-to-St. Louis travel by faculty for the purposes of teaching, research, or related faculty scholarly activity – typically for an academic semester or full academic year, but even teaching for short periods such as several weeks – will be governed separately by a University Policy on Madrid Campus-St. Louis Campus Faculty Exchange, which is under development.

3.0 Definitions

- 3.1 "Short-term inter-campus travel" is defined herein as travel to/from the Madrid campus for durations no longer than two weeks, and only for non-teaching purposes (see "Note" under 2.1).
- 3.2 "At a distance" as used herein describes work conducted among Academic Affairs St. Louis-based and Madrid-based employees via any of the following (individually or in combination):

- e-mail (or similar asynchronous electronic “chat” function)
 - Zoom, Microsoft Teams, or similar video-conferencing and document sharing technology,
 - Google Workplace products, Microsoft Office Online, or similar technology facilitating live co-editing of documents
 - telephone
- 3.3 Travel from the St. Louis campus to the Madrid Campus, and travel from the Madrid campus to the St. Louis campus, is, for simplicity, herein defined collectively as “travel to/from Madrid.”
- Nothing in this Policy or this definition applies to the travel of any Madrid-based employee to any other location other than SLU’s St. Louis campus.
 - Likewise, nothing in this Policy or this definition applies to the travel of any St. Louis-based employee to any other location other than SLU’s Madrid Campus.
- 3.4 References to “governing academic deans” and “administrative vice presidents” refer only to those reporting to the Provost and include the Rector and Vice President of the Madrid Campus.

4.0 Governing Principles

- 4.1 The Provost has been charged by the President to oversee SLU’s investments in, and the efficacy of, Academic Affairs employee travel to/from the Madrid Campus.
- 4.2 SLU’s significant investment in contemporary video-conferencing and related technologies mitigates and, in many cases, eliminates the need for much of the domestic and international travel in which employees have historically engaged; more specifically, the majority of work between the St. Louis and Madrid campuses can be successfully accomplished *at a distance*.
- 4.3 SLU employees are expected to make all reasonable efforts to plan in advance and allot additional time for cross-campus work to mitigate or eliminate the need for travel to/from Madrid – including all reasonable efforts to conduct work at a distance. While those efforts will not always be successful and selected travel to/from Madrid will be necessary, efforts to successfully conduct needed work without such travel is expected and should be undertaken first as a standard operating procedure.
- 4.4 Time zone differences, as well as the nature and magnitude/scope of necessary work, can create circumstances that warrant short-term travel to/from Madrid. Such travel may be warranted when:
- a. reasonable efforts to allot additional time for inter-campus work fail to significantly mitigate or eliminate the need for travel to/from Madrid;
 - b. the time zone difference between St. Louis and Madrid significantly inhibits or fully prohibits the ability of colleagues to complete required work by necessary deadlines;
 - c. the limitations of SLU’s video-conferencing and related technologies substantively inhibit or prohibit the successful completion of necessary work by required deadlines;
 - d. the initiation or development of an inter-campus relationship(s) is so significant to the success of the work of selected inter-campus employees that in-person engagement is warranted;
 - e. the nature of the inter-campus work includes hands-on training/instruction that requires, either legally or practically, the physical presence of the St. Louis employee(s) on the Madrid Campus (or vice versa); or

- f. The educational and/or operational returns anticipated as a result of the travel warrants the proposed investment of SLU's limited human and fiscal resources.

These circumstances comprise the basic criteria by which requests for travel to/from Madrid will be evaluated by the Office of the Provost per this Policy. Beyond these criteria, the Provost must weigh the comparative benefits of any proposed travel against other eligible requests in the context of funding and academic priorities.

- 4.5 Approved travel to/from Madrid must be centrally well-coordinated to maximize the impact of SLU's investment in the travel and minimize disruptions to work among colleagues on both campuses; while such disruptions are unintended, they can create significant professional (and personal) burdens that can be mitigated by sound planning and coordination.

5.0 Policy Statements

- 5.1 All final decisions regarding Academic Affairs employee travel to/from Madrid will be made by the Provost. Inter-campus travel not approved by the Provost per this policy will not be allowed.
- 5.2 Provost approval is required for all travel to/from Madrid, regardless of the source of funding to support the travel. The availability of funding in the respective academic or administrative unit for any proposed travel does not replace the need for all such travel to be approved by the Provost.
- 5.3 While travel to/from the Madrid Campus is normally funded through Department, College, School, Division, or other academic unit funding, funds may be requested from the Provost's Office in special circumstances. Provost Office funding will be dependent on available resources. Requests for Provost Office funds to support travel to/from Madrid should be made – and written Provost's Office confirmation of approval secured – **before** submitting the complete *Request for Short-Term Inter-Campus Travel* form (per Section 6.0). Such funding requests, submitted via the provost@slu.edu e-mail account, must include:
 - a) the text written for the 'Rationale for Requested Travel' section of the Short-Term Inter-Campus Travel form (see 6.0 below); and
 - b) the total amount of the proposed travel budget, and the portion of that amount requested from the Provost's Office; and
 - c) a brief note from the Dean/VP leader of the College/School/Division supporting the travel and explaining the special circumstances dictating why it cannot be funded fully by the College/School/Division.
- 5.4 Travel to/from Madrid for periods greater than two weeks is not generally necessary, and requires special review outside of this policy, including approval directly from the Provost.
- 5.5 Due to what are typically disproportionately lower travel costs for arrangements made well in advance, requests for proposed travel to/from Madrid should be submitted to the Provost's Office per Section 6.0) as far in advance as is reasonably possible (and no later than 90 days prior to the requested travel).
- 5.6 It is the responsibility of the governing academic dean or vice president to prioritize all requests generated in their units so the Provost knows how to best prioritize them.
- 5.7 Not every request for travel to/from Madrid will be approved exactly as requested. Approvals by either the governing dean/VP or Provost might include modifications/limitations.

6.0 Process for Requesting Approval of Inter-Campus Travel & Approval Notification

- 6.1 All requests to the Provost for inter-campus travel should be initiated by the respective dean or vice president via the completion of the [Request for Short-Term Inter-Campus Travel](#) form, submitted via the provost@slu.edu e-mail account.
- *Note: The process by which a request proceeds from initiation to the governing dean or vice-president is determined by the respective dean or VP.*
- 6.2 Requests for inter-campus travel should be submitted to the Provost's Office (via provost@slu.edu) no later than 90 days prior to the proposed travel start date. Requests submitted with fewer than 90 days' notice will be considered, but the shorter period of notice may impact approval.
- 6.3 At the direction of the Provost, representatives of the Office of the Provost will work with Madrid Campus representatives, academic deans and administrative vice-presidents to:
- seek any additional information needed about submitted proposals
 - discuss any suggested changes to travel plans or prioritization that might better coordinate the proposed travel with other University activity or otherwise make the travel more advantageous for SLU
- 6.4 The Provost will formally respond to each travel request within 15 days.
- 6.5 All notifications of Provost-approved inter-campus travel will include:
- a summary of the approved travel plan and approved budget (noting any differences from was proposed)
 - information about any other inter-campus travel with which the approved travel is to be coordinated

7.0 Approvals

This policy was:

1. Approved by CADD: 2-28-24
2. Approved by the Provost: 2-28-24

Request for Short-Term Inter-Campus Travel

Per the University [Policy on Short-Term Inter-Campus Travel](#), all requests for travel to/from the Madrid Campus are to be submitted on this form by the governing academic dean or vice-president to provost@slu.edu. As noted below, requests may not be submitted until the governing academic dean or vice-president has prioritized the request in the context of other extant and planned requests from the same unit.



Proposed Travel Details

Travel Type	Depart on...	Return on...
<input type="checkbox"/> St. Louis-to-Madrid Travel <input type="checkbox"/> Madrid-to-St. Louis Travel	Click or tap to enter a date.	Click or tap to enter a date.

Requested Traveler(s) *(add additional rows as necessary)*

#	First Name	Last Name	Home Academic or Administrative Unit	Home Campus
1				<input type="checkbox"/> Madrid Campus <input type="checkbox"/> St. Louis Campus
2				<input type="checkbox"/> Madrid Campus <input type="checkbox"/> St. Louis Campus
3				<input type="checkbox"/> Madrid Campus <input type="checkbox"/> St. Louis Campus

Travel/Work Coordination

Identify below who on the “host” campus has agreed to support the travelling employee(s) for personal and/or professional assistance if/as needed. This person is expected to inform all impacted host campus colleagues of the travel plans to ensure proper planning.

Address below if and how this travel request has been coordinated with any other request from an employee(s) reporting to the same dean or vice-president.

Rationale for Requested Travel

Describe *briefly* the proposed travel. Address which employees from both campuses will be involved, and in what ways/to what extent.

Which *specific criteria* warrant the proposed travel?

Check below which criteria for travel prompt this request; check all that apply. For each checked criterion, provide an explanation clarifying why the specific work to be accomplished necessitates the proposed travel.

	Criteria Warranting Proposal to Travel <i>(check all that apply)</i>	Explanation/Details <i>(required for each box checked)</i>
<input type="checkbox"/>	Reasonable efforts to allot additional time for inter-campus work fail to significantly mitigate or eliminate the need for travel to/from Madrid.	
<input type="checkbox"/>	The time zone difference between St. Louis and Madrid significantly inhibits or fully prohibits the ability of colleagues to complete required work by necessary deadlines.	
<input type="checkbox"/>	The limitations of SLU’s video-conferencing and related technologies substantively inhibit or prohibit the successful completion of necessary work by required deadlines.	
<input type="checkbox"/>	The initiating or development of an inter-campus relationship(s) is so significant to the success of the work of selected inter-campus employees that in-person engagement is warranted.	
<input type="checkbox"/>	The nature of the inter-campus work includes hands-on training/instruction that requires, either legally or practically, the physical presence of the St. Louis employee(s) on the Madrid Campus (or vice versa).	
<input type="checkbox"/>	The educational and/or operational returns anticipated as a result of the travel warrants the proposed investment of SLU’s limited human and fiscal resources.	

Estimated Travel Costs

In the table below, provide costs estimates for each travel expense category. Estimates should be based on research conducted for the specific proposed travel dates.

Expense Category	Total Cost (Estimate)	Notes
Airfare		
Other Transportation		
Lodging		
Meals		
Other		
Total		

Dean/VP Statement of Priority

Not every request for travel to/from Madrid will be approved (and/or approved exactly as requested). Requests submitted to the Provost for approval must already have been prioritized for the Provost's consideration by the dean or vice-president overseeing the employee(s) for whom this travel request is submitted. The "Statement of Priority" below documents that such prioritization has occurred in advance of the submission of this form.

	Statement of Priority	Notes
		<i>Include reference to any other proposed or approved inter-campus travel with which coordination was considered (or should be considered by the Provost)</i>
<input type="checkbox"/>	I have considered this proposal in the context of all other extant and planned proposals from employees in my unit and have prioritized it in support of the Provost's consideration.	

Dean/VP Approval

Approvals	Name	Date of Approval
<input type="checkbox"/> Governing Academic Dean <input type="checkbox"/> Governing Vice-President		Click or tap to enter a date.