

Academic Affairs Air Travel Guidelines

The Office of Academic Affairs has a limited annual budget to support faculty travel. All travel requests are reviewed to ensure the most cost-effective use of these funds so that all eligible faculty may participate in professional development opportunities. Faculty who obtain authorization from Alyssa Neubecker in the Office of Academic Affairs for travel related to professional development opportunities or administrative responsibilities should consider the following information in making air travel arrangements:

Making Arrangements Through the College's Suggested Travel Agent

The College currently has an arrangement with Pearson Travel that facilitates direct billing to the College. Faculty members should contact Pearson Travel directly at (401) 438-8400 or 1-800-336-1066; Pearson will then contact the Office of Academic Affairs for authorization. (Office hours are: Monday- Friday from 8:30am- 5pm.) When calling, please ask for Marilyn or Becky for assistance. Pearson Travel currently charges an agency fee of \$25 for processing airline tickets. For further information or assistance, please contact Alyssa Neubecker at (401) 865-1765.

Independent Handling of Travel Arrangements

Individuals may choose to pursue travel arrangements through other travel agents or via the Internet. The following points should be kept in mind in developing such arrangements:

1. The College will only support expenses that have been pre-approved by the Office of Academic Affairs. Individual travelers may be responsible for charges related to flight cancellations and adjustments.
2. The College will only support travel expenses that are cost effective to the institution. This may require the individual traveler to commit to a Saturday night stay and/or connecting flights if significant differences exist in flight prices. In addition, travelers are expected to fly to and from Providence or Boston unless otherwise authorized. The College will not support expenses related to first-class or business-class flights. Also, the College cannot fund the additional expense incurred with the purchase of refundable tickets.
3. It is expected that individuals will make arrangements at least 30 days in advance of the planned trip whenever possible.
4. Individuals are asked to mention affiliations with AAA, AARP, senior discounts, etc. when making reservations to ensure the lowest possible rate.
5. Tickets purchased independently must be charged to the individual traveler's credit card and will be reimbursed after the completion of travel in accordance with the College's travel policy and these guidelines for independent travel arrangements.
6. The College cannot assume responsibility for errors or changes to independently purchased tickets.
7. Individuals who are unable to travel may be solely responsible for unused tickets.