

GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE
CINCINNATI, OHIO

POLICY TITLE: FEES AND TRAVEL

Employees are eligible for reimbursements for seminars, workshops and travel that are related to departmental business. Hospital policy and procedure is followed in all circumstances.

Teaching Faculty:

Individuals attending seminars and workshops are to prepare a report and information to share with the faculty as part of the faculty development program.

- Complete the appropriate forms and supporting information (i.e., brochures) and submit to the academic secretary ninety (90) days prior to the date of the program
- All requests will be reviewed at the next Faculty Development Committee meeting for approval.
- Once approved, documents are forwarded to academic secretary for processing.
- Upon return faculty completes the appropriate forms within 7 days.

Professional and Support Staff

Individuals attending seminars and workshops are to prepare a report and information to share with those who will benefit from the information.

- Complete the appropriate forms and supporting information (i.e., brochures) and submit to your respective Dean.
- With Dean approval, documents are forwarded to President for approval. The President may approve none, all or portions of a request.
- Upon return employee completes the appropriate forms within 7 days.

Approved By: _____ Date: 6/10/04

Effective Date: July 1, 2004

Review/Revision Dates: 4/00, 11/01, 4/04

Responsible Committee: Administrative Group