LSA Travel Assistance Policy

In some cases, LSA faculty may have a medical condition that requires travel expenses that would not otherwise be allowed. Examples might include the cost of upgrading airfare from economy class to business class or an additional night of hotel stay. Any such expenses must be related to the faculty member’s approved travel and must include appropriate documentation of the expense (invoice, receipt, etc.).

Approval of these expenses and, potentially, provision of additional funds, is a two-step process. The first step is to determine whether the requested accommodation is medically required. This determination should not be made by LSA (best practice would limit, to the extent possible, sharing of details of the medical condition). Faculty should be referred to Work Connections, where staff have the expertise to evaluate such requests. If Work Connections determines that the request is medically justified, LSA will support any required exceptions to the SPG, and will provide additional funding (see below).

Documentation from Work Connections that an accommodation is required does not guarantee that the full cost of the requested accommodation will be covered. Current policy is that LSA will provide up to $1000/faculty member/fiscal year as a supplement to assist with the added cost of travel, once the medical need is confirmed by Work Connections.

In the same way that the travel funding available to all faculty may fail to cover the full cost of work-related travel, the extra funding described above may fail to cover the extra costs associated with some medically necessary travel. In principle, if the travel is required by the institution and if there are no other possible accommodations, it could be that additional funding would be required by the Americans with Disabilities Act (ADA). If a faculty member believes that, under to the ADA, they are entitled to additional funding beyond the $1000 supplement they should consult with their Chief Administrator. The Chief Administrator will coordinate with the U-M ADA office to evaluate whether the requested accommodation is “reasonable” as defined by the ADA.