



HOBART AND WILLIAM SMITH
COLLEGES

Faculty Domestic Travel Expense Report

Name: _____ Meeting Attended: _____ Dates: _____

Level of Participation: I _____ II _____ III _____
(Please see description of level of participation and corresponding payment amounts)

Date:								Totals	
City									
Airfare									53811
Train Fare									53816
Bus Fare									53816
Auto Mileage @ \$0.535									53813
Auto Rental									53812
Tolls and Parking									53815
Local Transportation (Taxi, Bus, Subway)									53814
Hotel Lodging									53817
Meals: Breakfast									53818
Lunch									53818
Dinner									53818
Telephone, Fax or Internet									53820
Other (explain see page 2)									53820
Tips not included above									53820
Meeting Registration Fees									53819
Spent for other College Staff Members (Name and Details see page 2)									
Entertainment (Name and Affiliation see page 2)									53818
Totals									

Total Trip Expenses _____
 Travel Advanced Received from the Business Office _____
 Balance Due Colleges (Advance in Excess of Expenses) _____
 Balance Due Employee (Expenses in Excess of Advance) _____

Accounting Information: Fund-Department-Program-MyRef
 (1) 11 - 15050 - 03850 - _____
 (2) _____
 (3) _____
 (4) _____

Signed _____ Approved _____
 (Faculty Member) (Date) (Provost Office) (Date)

HOBART AND WILLIAM SMITH COLLEGES
Travel Expense Reimbursement Form Detail & Explanation Page

Employee Name: _____

Date Submitted: _____

Date	Expenditure Type	Amount	Vendor	City	Country	Attendee(s)	Additional Notes

LEVELS OF PARTICIPATION

Level I - Presentation of a paper before a state, regional, national, or international meeting of a widely recognized national or international professional organization.

The Colleges will pay **100% of costs, up to a total of \$1,200.**

Level II - Discussant, respondent, commentator, panel chairperson, etc., in a professional society meeting, or service in a significant office of a widely recognized state, regional, or divisional professional organization.

The Colleges will reimburse **80% of costs up to a total of \$400**, with costs defined and subject to the same individual limits as for Level I.

Level III - Attendance.

The Colleges will reimburse **80% of costs up to a total of \$300**, with costs defined and subject to the same individual limits as for Level I.

The Colleges will reimburse faculty for professional travel expenses according to the following scale:

- Least expensive practical fare*
- Room for up to four nights (\$180/night maximum)
- Meals and miscellaneous expenses for up to four days (\$60/day maximum) will only be reimbursed with itemized receipts attached
- Registration fees (100% of cost will be paid up to \$700)

The maximum total annual grant for an individual faculty member that is tenure track or tenured is \$1,200. The maximum total annual grant for an individual faculty member that is ongoing or temporary is \$700.

*This is interpreted as the appropriate super-saver fare. Those for whom the supersaver requirement (i.e. a Saturday night stay) is unduly convenient or expensive should request an exception from the Provost.

- You **MUST** turn in original receipts for **ALL** expenses incurred. We will not reimburse you if you do not have a receipt.
- Receipts should be separated by category (food, motel, travel, parking, etc.) with each category totaled.
- Completed travel reports and receipts should be submitted to the Provost's Office.