FACULTY TRAVEL GRANT REQUEST

Please submit this form to the Provost Office

NAME: _______________________________________ DATE SUBMITTED _______

FACULTY POSITION: (circle) FULL TIME or PART TIME

TRAVEL DATES: FROM______________ TO______________

LOCATION OF MEETING: _______________________________________________

NATURE OF MEETING: _________________________________________________

_______________________________________________________________________

ROLE: ______LEVEL 1 ______LEVEL 2 ______LEVEL 3: ATTENDANCE
(see back for level descriptions)

-----------------------------------
ESTIMATED COST:
Transportation @ $ 0.585 per mile (effective 7/1/08-12/31/08) ________
Air fare (lowest possible rate) __________
Tolls (if applicable) __________
Airport delivery & pickup __________
Lodging ($110/day-4 nights) __________
Meals ($50/day-4 days; itemized receipt required) __________
Registration fees __________

TOTAL __________

- You MUST turn in receipts for ALL expenses incurred. We will not reimburse you if you do not have a receipt.
- Should be separated by category (food, motel, travel, parking, etc.) with each category totaled.

-----------------------------------
If you wish a travel advance please complete this section:

Date you wish advance: ________________ Amount: ________________
(Allow 10 days to process)

Signed: __________________________________ Department: ___________________

-----------------------------------
AMOUNT REQUESTED ________________ APPROVED ________________
AMOUNT AUTHORIZED ________________ ACCOUNT NO. ________________
LEVELS OF PARTICIPATION

Level 1 - 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 the above costs, up to a total of $1,200.

Level 2 - 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 1.

Level 3 - 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 1.

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

- Least expensive practical fare*
- Room for up to four nights ($110/night maximum)
- Meals and miscellaneous expenses for up to four days ($50/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 super-saver requirement (i.e. a Saturday night stay) is unduly convenient or expensive should request an exception from the Provost.

- You MUST turn in receipts for ALL expenses incurred. We will not reimburse you if you do not have a receipt.
- Should be separated by category (food, motel, travel, parking, etc.) with each category totaled.