

# 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.

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