

## Faculty Travel Report

Revised 1/20/09

Please submit this form and receipts to the Provost Office

Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Meeting Attended: \_\_\_\_\_

Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Level of Participation: I \_\_\_\_\_ II \_\_\_\_\_ III \_\_\_\_\_

**(Please see reverse side for level of participation descriptions and payment amounts)**

Account # To be filled out by Provost Office	Description	Total
	Airfare	
	Auto Rental	
	Mileage @ \$00.55 (1/1/09)	
	Local Transportation	
	Tolls/Parking	
	Hotel	
	Meals (\$50/day)	
	Meeting Registration Fee	
	Other Travel Expenses	
	Other (explain)	
<b>Totals</b>		

- |                                       |    |  |
|---------------------------------------|----|--|
| A. Total Expenses for Trip            | \$ |  |
| B. Less Travel Advance Received       | \$ |  |
| C. Less other Non-Reimbursable Charge | \$ |  |
| D. Balance due H&WS                   | \$ |  |

**If you were a participant at a professional meeting, please submit a copy of a page from the program which described you session.**

- You **MUST** turn in 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.

Date Submitted: \_\_\_\_\_ Faculty Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Approval Signature: \_\_\_\_\_

## 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 supersaver requirement (i.e. a Saturday night stay) is unduly convenient or expensive should request an exception from the Provost.

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- Receipts should be separated by category (food, motel, travel, parking, etc.) with each category totaled.