

TRAVEL REQUEST FORM INSTRUCTIONS

- 1) *It is best to submit this form six weeks prior to the trip.*
- 2) Submit for travel that needs to be approved by the Travel Committee (i.e. conferences, presentations, etc.). Do not submit for recruiting purposes or travel being paid out of a discretionary budget the department chair or other University department has authorized for you (i.e. Provost Award). Do not complete a Travel Authorization until you have received approval from the Travel Committee.
- 3) *If approved* by the Travel Committee, submit a completed Travel Authorization (TA) and Absence From Campus Request form, along with this form, to the department chair. If necessary please explain how your classes will be covered on the Absence from Campus Request Form.
- 4) *If not approved* by the Travel Committee, you may appeal to the department chair.
- 5) If approved by the department chair, a copy of the Travel Authorization will be put in your mailbox. Expenditures such as plane tickets and conference fees may be paid for in advance. Submit remaining expenses within seven days after the trip.
- 6) Indicate your role in the event when describing purpose (i.e. presenter, panel participant, panel chair, observer, etc.).
- 7) Reimbursable expenditures are limited to transportation, housing & food (subsistence), local transportation, business calls, and conference fees (not including membership fees).
- 8) Food is limited to a per diem of \$25/day for in-state travel (only if distance is greater than 50 miles from your home) and \$32/day for out-of-state travel. See the business manager for foreign travel per diem. Food reimbursement is adjusted for the time you leave and the time you return. **If a meal(s) is included with conference registration, please note on Travel Request.**

MAXIMUM MEAL ALLOWANCES

<u>TIME OF DEPARTURE</u>	<u>TIME OF RETURN</u>		<u>IN-STATE</u>	<u>OUT-OF-STATE</u>
BEFORE 6:30AM	AFTER 11:00AM	BREAKFAST	\$6.00	\$7.00
BEFORE 11:00AM	AFTER 1:30PM	LUNCH	\$7.00	\$9.00
BEFORE 5:15PM	AFTER 8:30PM	DINNER	\$12.00	\$16.00
		TOTAL	\$25.00	\$32.00

MILEAGE RATES

NO UNIVERSITY VEHICLE AVAILABLE 50.5 CENTS PER MILE
(ATTACH STATEMENT FROM TRANSPORTATION SERVICES CONFIRMING THE NON-AVAILABILITY)

PERSONAL VEHICLE 46.5 CENTS PER MILE
(WHEN UNIVERSITY VEHICLE IS AVAILABLE OR TRAVELER DECIDES TO USE PERSONAL VEHICLE)