

FACULTY TRAVEL REQUEST COVERSHEET

Dear Colleague:

The College is pleased to encourage various forms of faculty development, including attendance at professional conferences and workshops. In order that resources may be made available to as many faculty as possible, the College asks travelers to abide by the following guidelines in addition to those defined in the *Faculty Handbook*.

1. Requests Should Be Submitted **AT LEAST SIX (6) WEEKS** Prior To Planned Travel Date
2. Please keep meal expenses at a minimum and obtain receipts.
3. Personal expenses such as alcoholic beverages, snacks, entertainment, room service, and the expenses of an accompanying spouse are the traveler's responsibility; if such expenses are embedded in receipts, the traveler should indicate amounts to be deducted on a separate sheet attached to the Travel Return form.
4. Long distance telephone use should be limited to one call per day.
5. For car rental, please make arrangements with the Purchasing Department. Reference: Travel Expense Guidelines.
6. No cash advances can be issued before the Business Office processes the Travel Request; no reimbursement or credit can be issued without receipts attached to the Travel Return form.
7. A brief report of one to two pages should also be attached to the Travel Return form.

This completed form should be attached to the Travel request form and delivered to the **Office of the Associate Vice President for Academic Affairs, A-326**.

Please remember that requests for funds in advance must be made at least one week before departure so that the Business Office has time to prepare the check.

Thank you.

1. **Name of the Conference/Workshop and the Sponsoring Organization:**
2. **Purpose of the trip: (e.g., professional development, academic program development, recruitment)?**
3. **What role will you play (e.g., presenter, officer, interviewer)?**
4. **How will your participation benefit you and others at the College (e.g., your students, department, division, the College as a whole)?**
5. **How and with whom will you share what you learn and do at the event?**

Name (printed or typed, please)

Date(s) of travel