

## Office of the Interim Provost and Vice President for Academic Affairs

## Travel Request Form Instructional Personnel\*\*

Traveler's Name:						
Title:	Department:					
Phone #	Fax # En			ail:		
Purpose of Trip						
Class Coverage:** Cou	rse	Sec.:	Day	ys/Time:		
Substitute Name:						
<b>Itinerary Arrivals/Depart Destination:</b>						
Departing from (city/sta	te):	(on) Date:		(at) Time:		
Arriving at (city/state): _		(on)Date:		(at) Time:		
<b>Return Trip:</b> Departing from (city/sta	te):	(on) Date:		(at) Time:		
Arriving at (city/state):		(on)Date:		(at) Time:		
<mark>Itemized Expenses</mark>			No	Funds Requested		
Lodgingdays @ \$/d Mealsdays @ \$/d	•		\$ \$			
Conference Registration Fe	ees					
Air/Train transportation Taxis and Local Travel			\$ \$			
Rental Car			\$ 			
Misc Expenses			\$			
<b>Total Itemized Expenses</b>			\$			
<b>Funds requested</b>			\$			

Name:			
	Other #		
	Signature of Traveler	Date	
<u>Authorization</u>			
Amount approv	ed & allocated from PSC funding: \$		
Department Cha	nirperson (signature):	Date:	
Amount request	ted from OAA travel fund \$		
P & B Authoriz	ation (signature):	Date:	
Provost/Dean (s	ignature):	Date:	
Date Submitted	to President's Office (if applicable):		

\*\*This form is to be used by instructional faculty and staff when traveling on college business during the academic year-- from the first day of classes, Fall Semester to last day of classes, Spring Semester. Winter Intersession is included in this time period. However, this form is not required for travel during the Spring Break unless travel expenses are being requested.

\*\*\*Any faculty substitution must be approved by the department chair and the Provost. As per the by-laws, department chairs approve all teaching assignments and in the case of part time employees, approval must come from the Provost.

