



Office of the Provost and Vice President for Academic Affairs

Travel Request Form
Instructional Personnel\*\*

Traveler's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Years at Hostos Community College/Full Time: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Class Coverage:\*\* Course \_\_\_\_\_ Sec.: \_\_\_\_\_ Days/Time: \_\_\_\_\_

Substitute Name: \_\_\_\_\_

Itinerary-- Arrivals/Departures

Destination:

Departing from (city/state): \_\_\_\_\_ (on) Date: \_\_\_\_\_ (at) Time: \_\_\_\_\_

Arriving at (city/state): \_\_\_\_\_ (on)Date: \_\_\_\_\_ (at) Time: \_\_\_\_\_

Return Trip:

Departing from (city/state): \_\_\_\_\_ (on) Date: \_\_\_\_\_ (at) Time: \_\_\_\_\_

Arriving at (city/state): \_\_\_\_\_ (on)Date: \_\_\_\_\_ (at) Time: \_\_\_\_\_

Itemized Expenses

No Funds Requested [ ]

Lodging \_\_ days @ \$\_\_\_/day \$ \_\_\_\_\_

Meals \_\_\_ days @ \$\_\_\_/day \$ \_\_\_\_\_

Conference Registration Fees \$ \_\_\_\_\_

Air/Train transportation \$ \_\_\_\_\_

Taxis and Local Travel \$ \_\_\_\_\_

Rental Car \$ \_\_\_\_\_

Misc Expenses \$ \_\_\_\_\_

Total Itemized Expenses \$ \_\_\_\_\_

Funds requested \$ \_\_\_\_\_

**Emergency Contact Information**

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

Street Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Other # \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Traveler

\_\_\_\_\_  
Date

**Authorization**

Amount approved & allocated from PSC funding: \$ \_\_\_\_\_

Department Chairperson (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Amount requested from OAA travel fund: \$ \_\_\_\_\_

Provost/Dean (signature): \_\_\_\_\_ Date: \_\_\_\_\_

The three priority areas for funding are listed below. Please select the priority that applies to your request:

- Present at professional conference
- Professional development activity
- Attend professional conference

***\*\*This form is to be used by full-time faculty when traveling on college business.***

***\*\*\*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.***