



# ROBERT D. CLARK HONORS COLLEGE

## CHC Faculty Travel Authorization Worksheet

Please complete ALL portions of this form. For questions, contact Mary Newton at 346-2514.

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Destination: \_\_\_\_\_

Conference title: \_\_\_\_\_

### Nature of Participation

Paper title: \_\_\_\_\_

Other official, invited activity: \_\_\_\_\_

Appearance on program confirmed (Documentation confirmation is required): Y  N

### Travel Information

#### Source of ticket:

Travel agency: Away  Ambassador  Premier  Other: \_\_\_\_\_

Airline: \_\_\_\_\_

#### Itinerary:

Date                      Time                      am/pm

Departure from:			
Arrival in:			
Return from:			
Arrival in:			

#### Expenses:

#### Funding Sources (For Office Use Only)

Airfare:		Department allocation:	
Mileage: _____ mi. @ \$.405/mi:		Travel Fund:	\$
Ground travel (No receipt required if under \$25):		ASA:	
Registration fee:		CHC Development:	
Lodging: _____ nights @ \$_____: (No receipt required if taken per diem.)		NSO:	
Meals: _____ days @ \$_____: (No receipt required if taken per diem.)		Others:	
Total:	\$	Total (Approved amount):	\$

Per Diem Rates for meals and lodging vary, depending upon destination city and whether it is classified as a “high” or “low” cost city. See Mary Newton for list of the “high” cities.

Partial days are prorated. For example, on the day of the trip, the traveler is eligible for either 100% of the per diem if the trip begins before 12pm noon, or 50% of the per diem if the trip begins after 12pm noon.

On the day the trip concludes, the traveler is eligible for either 100% of the per diem if the trip concludes after 6pm or 50% of the per diem if the trip concludes before 6pm.

Banquets or special meals served at conferences that are in excess of the per diem are an allowable expense. Documentation, such as the brochure or registration form, must be provided as well as receipt showing it was paid.

Lodging Allowance (See Mary for city status). These amounts include taxes. Higher rates may be reimbursed if lodging is provided at a designation “conference hotel.” However, this *requires* a receipt naming the hotel as the conference hotel, or a conference brochure stating this (along with hotel receipt).

#### Other Allowable and Approved Travel Related Expenses:

- Ground Travel (to and from airport); No receipt required if total under \$25
- Airport Parking (receipt required)
- Conference Registration (receipt required)
- Personal Phone calls – limited to one call home every other day. Receipt required and must be a reasonable amount and length of time.

#### Non Allowable Expense:

- Incidental expenses such as laundry, cleaning and pressing of clothing, tips and gratuities (these have been figured into the meal per diem amounts).
- Travel expenses of spouse and/or family members.
- Deviations from the most direct and usually traveled route.
- Sightseeing expenses.

#### Other reminders:

- All travel reimbursement must have a copy of the conference brochure attached showing the agenda, dates of the conference and what was included in the conference (i.e. meals/banquets).
- Original receipts require. *Credit card receipts ARE NOT acceptable unless they are itemized.*

***PLEASE REMEMBER TO SUBMIT YOUR TICKET STUB!***