

INSTRUCTIONS REGARDING TRAVEL PROCEDURES FOR UNIVERSITY BUSINESS/PROFESSIONAL TRAVEL

Please read carefully

There are several avenues available for you to request money for professional business travel. They are:

1. From your department/school. Use the Authorization for Travel form. This is required for all travel even if not requesting money for travel. Cars or vans may also be used. Use a Vehicle Request form.
2. The Dean's Office. Use the Application for College Travel Money form. Must be presenting or professionally involved (i.e., chairing a session, committee chair, etc.).
3. Center for International Programs, use the Application for Supplemental International Travel form.
4. Office of Teaching and Learning Advancement. Use the OTLA Supplemental Travel Funds form.

Instructions for each follow. Please type all forms!

A. Authorization for Travel form

1. If you plan to travel, you must complete an Authorization for Travel form and submit it to the Department Chair for signature. This applies even if you are receiving no money for your travel. Forms should be submitted at least two weeks in advance of travel whenever possible.
 - a. In the top section of the Authorization for Travel form which deals with mode of travel, please note the following: if you are traveling with another faculty member, and that person has requested a university vehicle, please check the box indicating "university car" but add a note that the car is being requested by another faculty member (give name).
 - b. If you have been authorized by the Chair to use a university vehicle for travel, please see section B of the memo because there is another form that must be completed, in addition to the Authorization for Travel form.
 - c. Each department or school has money for travel to be used as deemed appropriate by the Chair. If you are receiving money for your travel, the Chair will complete the bottom right section of the Travel Authorization form, indicating the account to be charged and the amount of money to be provided by the department/school. This will be forwarded to the Dean's Office.
2. As soon as you return from your travel, it is your responsibility to submit the original copy of the Authorization for Travel form, together with receipts and a signed and completed Travel Expense Voucher to the Department Chair, who will forward it to the Dean's Office for signature, which in turn will then be sent to Debbie Bear in the Accounting Office. This must reach the Dean's Office within two weeks after returning from the trip.
 - a. The voucher must be completed per the instructions in the Travel Regulations and Procedures Manual. (You should have this booklet—if not, ask your department secretary to get one for you.)
 - b. The receipts are to be taped to an 8x11 sheet of paper because they will be scanned into the Accounting Office system for possible future audit. Do not staple or overlap!

3. If you received a cash advance for your travel, you still must submit a Travel Expense Voucher and your receipts and the original copy of the Travel Authorization form within two weeks of your return. Send the completed forms to the Dean's Office.

B. University Vehicles (car or van)

1. If you wish to request a car or van for travel, you must submit two forms to the Chair for signature. (If you are traveling with someone else in a university vehicle, only one of you should request a vehicle.) The two forms you must submit are:

- a. Authorization for Travel form
- b. Vehicle Request form

Please type both forms. Forms must be submitted a minimum of 2 weeks in advance of travel.

2. The Dean's Office will approve the use of a university vehicle only when the following conditions are met:
 - a. A Vehicle Request form, completed by you and signed by the Chair, accompanies the Authorization for Travel form.
 - b. The information required on the forms is typed.
 - c. The section of the Vehicle Request form near the top titled, "To be completed by the Traveler Prior to Submitting" is filled in correctly. The Chair will put in the account number to be charged. Please note that the only part of the form you should complete when requesting a vehicle is a very small section near the top asking for your name, department, and destination. The rest of the form is completed after your travel.
 - d. Both forms must be signed by the chair. (The Vehicle Request form can be signed anywhere near the top.)
3. Vehicle Request forms (accompanied by the Authorization for Travel form) must come to the Dean's Office for approval. You should not send/take them directly to the garage area.
4. Should you need to cancel a request for a car/van, you must do it at least 24 hours before the requested date/time. Should you fail to do this, you will be charged for the vehicle.

C. Application for College Travel Money form

1. Additional travel money from the Dean's Office may be available if you are presenting, chairing a session, attending as an officer, etc. If you meet these criteria and wish to request additional money, complete an Application for College Travel Money.
2. This form must be submitted to your department chair, along with a completed Travel Authorization form and confirmation of your involvement. Do not send the forms directly to the Dean's Office. They must have a signature from your department chair first.
3. If you intend to request travel money from the Dean's Office, it is to your advantage to make the request as soon as you have confirmation of your involvement in the program. The longer you wait the less chance that money will be available. Please complete the top 2/3 of the form

and attach the material confirming your involvement when you submit the forms to your Chair. Don't forget the Authorization for Travel form.

4. As a general rule, this office does not have enough extra travel money to fund any travel that is not also supported by funds from the school/department. In addition, there are always more people presenting than there are dollars to support everyone every time a presentation is given. Therefore, in trying to stretch the dollars and to assist the largest number of faculty, an attempt is made to fund at least part of one trip for most faculty presenting before two or three trips are funded for the same faculty member.

D. Application for Supplemental International Travel

If you are involved in an international meeting, you should complete the Application for Supplemental International Travel Funds form. Please note that this form must be completed at least 40 days before you travel. Read the application form carefully and complete it as instructed or it will be returned to you from this office. Your department secretary should have copies of the application form and the instructions. It is always to your advantage to request this money as early as possible.

E. Office of Teaching and Learning Advancement

If you are involved in a meeting which will improve your teaching skills (skills as opposed to content) you should complete the OTLA supplemental Travel Funds form. Read the application form carefully and complete it as instructed or it will be returned to you from this office. Your department secretary should have copies of the application and the instructions.

Again, this type of request for "special" money should go through your Chair, along with the Travel Authorization form, to the Dean's Office. From here it will be forwarded to the appropriate office, assuming it is an appropriate request and the paperwork is completed.

Please don't hesitate to call me at 5-5955 if you are confused about the various travel forms or have any questions regarding travel.