

HOBART AND WILLIAM SMITH COLLEGES

Faculty Travel Grant Request

(please submit to the Provost Office)

NAME _____ DATE SUBMITTED _____

FACULTY POSITION (CIRCLE) FULL TIME or PART TIME

TRAVEL DATES: FROM _____ TO _____

LOCATION OF MEETING _____

NATURE OF MEETING _____

Level of Participation: _____ Level 1 _____ Level 2 _____ Level 3

(see back for level participation descriptions)

ESTIMATED EXPENSES	TOTALS	ACCOUNT
Airfare (lowest possible rate)	_____	53811
Local Transportation	_____	53814
Auto Mileage (\$.55/mile)	_____	53813
Auto Rental	_____	53812
Lodging (\$180/day-4/nights)	_____	53817
Meals (\$60/day-4/days; Itemized receipts required)	_____	53818
Registration Fees	_____	53819
TOTAL	_____	

You must turn in receipts for ALL expenses incurred. Advances may be made up to 30 days before expenses are anticipated to be incurred. Requests should be made at least 14 days prior to the trip and the advance must be cleared within 14 days after returning from the trip. No new advance will be given until the previous advance is cleared. The IRS requires that advances must be cleared within 120 days or they are subject to taxation as income to the employee.

If you wish a travel advance please complete this section:

Date you wish advance: _____ Amount _____

AMOUNT REQUESTED _____ AMOUNT AUTHORIZED _____

Accounting Information: Fund Department Program
 _____ - _____ - _____
 _____ - _____ - _____

Signed _____ Approved _____

3/14/2011

Level I - Presentation of a paper before a state, regional, national, or international meeting of a widely recognized or international professional organization.

The Colleges will pay **100% of costs, up to a total of \$1,200.**

Level II - Discussant, respondent, commentator, panel chairperson, etc., in a professional society meeting, or service in a significant office of a widely recognized state, regional, or divisional professional organization.

The Colleges will reimburse **80% of costs up to a total of \$400**, with costs defined and subject to the same individual limits as for Level 1.

Level III - Attendance.

The Colleges will reimburse **80% of costs up to a total of \$300**, with costs defined and subject to the same individual limits as for Level 1.

The Colleges will reimburse faculty for professional travel expenses according to the following scale:

- Least expensive practical fare*.
- Room for up to four nights (\$180/night maximum)
- Meals and miscellaneous expenses for up to four days (\$60/day maximum) will only be reimbursed with itemized receipts attached.
- Registration fees (100% of cost will be paid up to \$700).

The maximum total annual grant for an individual faculty member that is tenure track or tenured is \$1,200. The maximum total annual grant for an individual faculty member that is ongoing or temporary is \$700.

*This is interpreted as the appropriate super-saver fare. Those for whom the supersaver requirement (i.e. a Saturday night stay) is unduly convenient or expensive should request an exception from the Provost.

- You **MUST** turn in receipts for **ALL** expenses incurred. We will not reimburse you if you do not have a receipt.
- Receipts should be separated by category (food, motel, travel, parking, etc.) with each category totaled.
- Completed travel reports and receipts should be submitted to the Provost's Office.