

HOBART
AND
WILLIAM SMITH
COLLEGES

Faculty Foreign Travel Expense Report

Name: _____ Meeting Attended: _____ Dates: _____

Level of Participation: I _____ II _____ III _____
(Please see description of level of participation and corresponding payment amounts)

Date:									Totals
City									
Airfare									53841
Train Fare									53846
Bus Fare									53846
Auto Mileage @ \$0.50									53843
Auto Rental									53842
Tolls and Parking									53845
Local Transportation (Taxi, Bus, Subway)									53844
Hotel Lodging									53847
Meals: Breakfast									53848
Lunch									53848
Dinner									53848
Telephone, Fax or Internet									53850
Other (explain see page 2)									53850
Tips not included above									53850
Meeting Registration Fees									53849
Spent for other College Staff Members (Name and Details see page 2)									
Entertainment (Name and Affiliation see page 2)									53848
Totals									

Total Trip Expenses _____
 Travel Advanced Received from the Business Office _____
 Balance Due Colleges (Advance in Excess of Expenses) _____
 Balance Due Employee (Expenses in Excess of Advance) _____

Accounting Information: Fund-Department-Program-MyRef
 (1) 11 - 15050 - 03850 - _____
 (2) _____
 (3) _____
 (4) _____

Signed _____ Approved _____
 (Faculty Member) (Date) (Provost Office) (Date)

LEVELS OF PARTICIPATION

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

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 I.

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.