

**THEATRE and DANCE
TRAVEL REQUEST FORM
FY 2007-2008**

NAME: _____

DATE OF TRIP: _____ **DESTINATION:** _____

PURPOSE: _____

JUSTIFICATION: _____

(Provide copies of support material)

ESTIMATED COST:	per diem	_____
	Housing	_____
	Travel	_____
	Other	_____
	TOTAL	=====

DATE APPROVAL NEEDED BY: _____

APPROVED: _____ (SEE INSTRUCTION # 3) **NOT APPROVED:** _____ (SEE INSTRUCTION # 4)

SIGNED: _____
TRAVEL COMMITTEE CHAIR

DATE

COMMITTEE COMMENTS: _____

TRAVEL REQUEST FORM INSTRUCTIONS

1. **It is best to submit this form six weeks prior to the trip.**
2. Submit for travel that needs to be approved by the Travel Committee (i.e. conferences, presentations, etc.). Do not submit for recruiting purposes or travel being paid out of a discretionary budget the department chair or other University department has authorized for you (i.e. Provost Award). Do not complete a Travel Authorization until you have received approval from the Travel Committee.
3. **If approved** by the Travel Committee, submit a completed Travel Authorization (TA) and Absence from Campus Request Form along with this form to the department chair. If necessary please explain how your classes will be covered on the Absence from Campus Request Form.
4. **If not approved** by the Travel Committee, you may appeal to the department chair.
5. Once approved by the department chair, a copy of the Travel Authorization will be put in your mailbox. Expenditures such as plane tickets and conference fees can be paid for in advance. Submit remaining expenses within seven days after the trip.
6. Indicate your role in the event when describing purpose (i.e. presenter, panel participant, panel chair, observer, etc.)
7. Reimbursable expenditures are limited to transportation, housing & food (subsistence), local transportation, business calls, and conference fees (do not include membership in organization).
8. Food is limited to a per diem of \$25/day for in-state travel and \$32/day for out-of-state travel. See the business manager for foreign travel per diem. Food reimbursement is adjusted for the time you leave and the time you return. **If a meal(s) is included with conference registration, please note on Travel Request.**

MAXIMUM MEAL ALLOWANCES

TIME OF DEPARTURE	TIME OF RETURN		IN-STATE	OUT-OF-STATE
BEFORE 6:30AM	AFTER 11:00AM	BREAKFAST	\$6.00	\$7.00
BEFORE 11:00AM	AFTER 1:30PM	LUNCH	\$7.00	\$9.00
BEFORE 5:15PM	AFTER 8:30PM	DINNER	\$12.00	\$16.00
		TOTAL	\$25.00	\$32.00

MILEAGE RATES

NO UNIVERSITY VEHICLE AVAILABLE (ATTACH STATEMENT FROM TRANSPORTATION SERVICES CONFIRMING THE NON-AVAILABILITY)	44.5 CENTS PER MILE
PERSONAL VEHICLE (WHEN UNIVERSITY VEHICLE IS AVAILABLE OR TRAVELER DECIDES TO USE PERSONAL VEHICLE)	40.5 CENTS PER MILE