

PROVIDENCE COLLEGE FACULTY TRAVEL REQUEST FORM

Name: _____ Department/Program: _____

Dates of Travel: From: _____ To: _____

Dates of Conference: From: _____ To: _____

Travel Destination: _____

Name of Conference: _____

Conference Website: _____

Reason for Travel:

- | | |
|--|--|
| <input type="checkbox"/> Paper Presentation | <input type="checkbox"/> Poster Session |
| <input type="checkbox"/> Session Chair/Moderator | <input type="checkbox"/> Panel Participant |
| <input type="checkbox"/> Conference Chair/Executive Board Member | <input type="checkbox"/> Other: _____ |

Will you receive grant/external funding support for this trip? If so, please provide details, including the source and amount: _____

Required Documentation:

- ☐ Confirmation of the conference/seminar proposal acceptance
- ☐ Documentation describing the conference and estimated expenses

Estimated Budget ^[1]:

Airfare/Travel _____

Mileage (\$0.50/mile)* _____

*Rate effective January 1, 2009

Lodging _____

Registration _____

Meals ^[2] _____

Other _____

Total: _____

For additional information, please reference the Academic Affairs Faculty Travel Policy at

<http://www.providence.edu/academic-affairs/Faculty-Resources>.

Required Approval:

_____ Date: _____

Department Chair/Program Director

Please submit this completed form and required documentation to the Office of Academic Affairs (Harkins 208), at least four weeks prior to travel (if possible).

^[1] Maximum of three travel requests per fiscal year (July 1st - June 30th), not to exceed \$2,200. There is not a limit on reimbursement for any single trip; the entire allocation (\$2,200) can be used for one trip. An additional \$400 is available for faculty members who co-present with a student, as one of their trips.

^[2] For domestic per diem rates, please visit: www.gsa.gov/perdiem. For international per diem rates, please visit: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78. If any meals are provided by the conference and/or lodging fees, figures should be adjusted accordingly. Per diem rates may *not* be used for lodging; original receipts must be provided.