

## Professional Travel Fund Request Form

Please refer to the professional travel policy on the other side for information, then complete form below and give to Lisa Mickola as soon as you know that you need funding. All travelers are asked to include a quote for the airfare from an online source or from the college's travel agent, Ellis Travel House at (503) 671-9111. After approval, travelers will confirm the airline reservation. If you work with the agent, the airfare will be charged to Reed. If you make your reservation online, give Lisa your receipt for reimbursement. Travelers applying for funds to travel outside the country should note the instructions on the back.

<b>Name</b>	<b>Date</b>
-------------	-------------

Using July 1 - June 30 as the accounting period, please indicate whether this is the

<b>First trip</b>	<b>Second trip</b>
-------------------	--------------------

<b>Name of conference</b>	
---------------------------	--

<b>Destination</b>	<b>Dates</b>
--------------------	--------------

**Purpose:** (Attach a copy of invitation to speak or chair a session.)

<b>Attend</b>	<b>Participate</b>
---------------	--------------------

**Amount requested:**

Lodging (lowest cost available)	\$	X number of nights	=	\$
Per diem	\$55.00	X number of nights	=	\$
Advance registration fee for member				\$
Airfare, including taxes				\$
<b>TOTAL</b>				<b>\$</b>

\_\_\_\_\_  
(signature)

Comments or questions regarding unusual circumstances (email Lisa (mickola@reed.edu), or call her at ext. 5297):

### Reimbursement for Professional Travel Funds

To be reimbursed, please give Lisa your hotel bill, registration receipt and airline itinerary with fare (if you booked online). You will be reimbursed as follows:

- Hotel and taxes for single room
- Registration (advance fee for members; we do not pay the registration fee assessed for non-members)
- \$55 per day for meals and ground transportation based on number of nights' lodging, but if registration includes meals, please let Lisa know in advance.
- Airfare (if booked online)

## **Professional Travel Policy**

If you have questions, email Lisa or call ext. 5297.

The College encourages faculty members to attend and participate in meetings of professional associations and societies of direct relevance to their teaching and research interests subject to the availability of funds. Whenever possible, faculty should avoid travel that conflicts with teaching, registration, exams and senior orals. Unavoidably missed classes should be covered by a colleague or rescheduled. As soon as a traveler knows what conference he or she wishes to go to, the traveler should submit a travel request form.

### **Who is eligible:**

Faculty on 50% or more time; and Faculty on sabbatical or leave

### **Number of domestic and international trips per year subject to the availability of funds:**

One domestic trip to attend a professional association meeting.

One domestic trip in addition for faculty who have been invited to present a paper or serve as a discussant or who are serving as an organizer of the meeting. Please attach a copy of the invitation or acceptance letter to the request for travel funds.

Funding for international travel is decided on the basis of other travel requested or taken during the fiscal year and the cost of the trip. Airfare should be arranged immediately upon approval.

### **Expenses covered:**

Lowest airfare point to point. In some cases, travel must include a Saturday-night stay-over to get the lowest fare.

Registration. The College pays the advance registration fee for a member.

Lodging. The College pays the lowest available convention rate for a single room.

Meals, parking and ground transportation. The College provides \$55 per day (based on the number of nights lodging) for meals and ground transportation. Receipts are not required.

No additional funds are available.

### **Approval process:**

Complete a request for travel form, which is available on the Dean of the Faculty's webpage or from Lisa Mickola. Return completed form to Lisa.

Email approval from Lisa authorizes you to make arrangements for airfare, lodging and registration.

For international travel, please complete a request for travel form accompanied by documentation of expected airfare, which is either an estimate acquired online or a quote from an agent at Ellis Travel House, preferably both. Agents to consult for international ticketing are the following, in order: John Ellis (johne@ellisth.com), Maria (maria@ellisth.com) and Natasha (natasha@ellisth.com). All can be reached at (503) 671-9111. Give the travel form and airfare information to Lisa, along with the invitation, if you are presenting. Once a travel request is approved and the ticket is booked, the College will not pay for changes in the itinerary.

### **Reimbursement process:**

Submit your hotel and registration receipts (and an airfare receipt if you paid for the ticket yourself) to Lisa. Please attach a short cover memo identifying the total expected. Expenses in excess of the amount requested will not necessarily be reimbursed.

Since the budget is cleared each fiscal year (July 1-June 30), there is no possibility of accumulating eligibility from one year to the next.

A portion of the support for faculty attendance at professional meetings has been made possible by a generous bequest to Reed by Don Ellis, for many years a trustee of the College.

DOF/2/2015