

R·I·T | CIAS Travel PRE-Approval Form

Faculty/Staff Travel

All university travelers must receive approval **prior to making travel arrangements** from their Administrative Chair/supervisor.

Travel Information

Faculty/Staff Name _____ Today's Date _____

CIAS Program and School _____

Destination _____

Destination **tax exempt?** **Yes** **No**

If yes, please take a tax-exempt form with you.

Check here: <https://www.rit.edu/fa/controller/travel/taxexempt.html>

The tax-exempt form is located at: <https://inside.cias.rit.edu/ciasforms/>

Departure Date _____ Return Date _____

Will you miss any classes? **Yes** **No** *If yes, how will your class be covered?* _____

Funding

Professional Development: Why are you going? _____

Conference **Workshop** **Training** **Exhibition** **Other** _____

I will be presenting/speaking at the event **I will only be attending the event for professional development**

FEAD Grant: The award letter specifying the amount of the FEAD grant must be attached when submitting this form.

Grant: The award letter specifying the amount of the grant must be attached when submitting this form.

Other: Please describe on a separate sheet if needed. _____

Budget Estimate

Follow travel policies summarized at: <https://www.rit.edu/fa/controller/content/travel-policies-procedures-manual>

Airfare \$ _____ *Use of a RIT designated agency is preferred.*

Car mileage or car rental \$ _____

Conference registration \$ _____ *Use the School's Procurement Card and provide itemized receipts.*

Lodging \$ _____

Per diem meals \$ _____

Hospitality \$ _____ *Provide a detailed rationale and a list of attendees for reimbursement.*

Misc. (taxi, bus, subway, parking, etc.) \$ _____

Total \$ _____

Required Approval

To be signed **BEFORE** making travel arrangements:

By my signature, I acknowledge that I have read, understand, and agree to follow the RIT travel policies and procedures summarized at: <https://www.rit.edu/fa/controller/content/travel-policies-procedures-manual> and the CIAS Guidelines for Faculty and Staff Travel and Reimbursement summarized at: https://inside.cias.rit.edu/wordpress/wp-content/uploads/2013/10/8.5.2016CIAS-Guideline_Faculty-and-Staff-Travel-and-Reimbursement-Guideline1.pdf

Faculty/Staff signature _____ date _____

Recruitment Travel PRE-APPROVAL
Administrative Chair/Supervisor's signature _____ date _____

Recruitment Travel PRE-APPROVAL
Associate Dean's signature _____ date _____
Expense Distribution Account Number: 01. _____ .79250.10.00000.00000 (*insert school department*)