

# R·I·T | CIAS Travel PRE-Approval Form

## National Portfolio Days (NPD) and Graduate Portfolio Days (GPD)

### Required Steps

- Faculty complete this form in consultation with, and approval from, their Administrative Chair (*one form per trip*).
- After acquiring the signature from the Administrative Chair, faculty submit for approval to the Marketing Communications Director, **Kelly Sorensen** [kdspgd@rit.edu](mailto:kdspgd@rit.edu)
- Faculty forwards this signed form to their school's senior staff assistant prior to trip. During the travel, the faculty member must adhere to the **RIT Travel Policies** and **CIAS Travel Guidelines**: <https://www.rit.edu/fa/controller/travel>
- Within **two (2) weeks** of the return, the faculty member submits all travel documents (original receipts, NPD/GPD flyer, etc.) to their school's senior staff assistant for processing.

### Travel Information

Faculty Name \_\_\_\_\_ Today's Date \_\_\_\_\_

CIAS Program and School \_\_\_\_\_

**NPD**  **GPD** NPD/GPD City \_\_\_\_\_ Event Date \_\_\_\_\_

**NPD**  **GPD** NPD/GPD City \_\_\_\_\_ Event Date \_\_\_\_\_

Is the destination **tax exempt**?  **Yes**  **No** Check here: <https://www.rit.edu/fa/controller/travel/taxexempt.html>

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

### NPD/GPD Budget Estimate

Follow travel policies pertaining to airfare, car rentals, mileage reimbursement for RIT approved business travel summarized at: <https://www.rit.edu/fa/controller/content/travel-policies-procedures-manual>.

Airfare (use RIT designated agency) \$ \_\_\_\_\_

Car mileage or car rental \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Per diem meals \$ \_\_\_\_\_

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

**Total** \$ \_\_\_\_\_

### Additional Activities

Will this trip involve **recruitment activities** (i.e. high school visits, etc.) outside of the official NPD or the GPD events?

**Yes**  **No** If yes, fill out the Recruitment Travel form.

**Yes**  **No** Administrative Chair Approval

Will this trip involve **professional development**?

**Yes**  **No** If yes, fill out CIAS Faculty/Staff Travel form.

**Yes**  **No** Administrative Chair Approval

Will this trip involve **personal days/vacation**?

**Yes**  **No** If yes, how may personal days will you use?

\_\_\_\_\_ days before NPD/GPD \_\_\_\_\_ days after NPD/GPD

### Required Approval

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

NPD/GPD PRE-APPROVAL  
Marketing Communications Director's signature \_\_\_\_\_ date \_\_\_\_\_

Additional Recruitment Activities PRE-APPROVAL  
Administrative Chair's signature \_\_\_\_\_ date \_\_\_\_\_

To be signed **AFTER** travel is completed:

REIMBURSEMENT APPROVAL  
Marketing Communications Director's signature \_\_\_\_\_ date \_\_\_\_\_

Expense Distribution Account Number for NPDs and GPDs ONLY: 01.66025.79250.25.00000.00000