

# 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](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 \_\_\_\_\_

Travel PRE-APPROVAL

**Administrative Chair/Supervisor's** signature \_\_\_\_\_ date \_\_\_\_\_