

R·I·T | College of Art and Design 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
- 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 **CAD 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 _____

CAD 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.

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 CAD 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