Travel Request Form

Request for Professional Absence and/or Travel;

Please complete this form at least **four weeks prior** to domestic travel and at least **six weeks prior** to international travel. For international travel, please also refer to the International Travel Procedure guidelines for additional University required documents. Please include the AGENDA, copies of any abstract submissions or acceptance notices, conference brochure, pricing details including airfare cost and suggested itinerary, and hotel/lodging quotes/conference details etc. from conference website as attachments for the conference.

Travel Policy

The CEL College of Nursing at Florida Atlantic University faculty assigned teaching responsibilities at a campus other than their home campus will be reimbursed for this intercampus travel, if the travel exceeds their normal commute. If the latter is the case, mileage needs to be computed from their home campus and the campus where they have been assigned to teach or from their personal residence and the campus where they have been assigned to teach, whichever is the shorter distance. The current rate of reimbursement is $.445 per mile. At the beginning of the semester the faculty member should complete the **Travel Request Form** identifying the course and the number of round trips the course will require. This form should then be submitted to the Associate Director of Business Operations and Logistical Partnerships.

The Associate Director of Business Operations and Logistical Partnerships will submit a Blanket Spend Authorization for the employee to encumber the funds and will also provide the individual with a **Travel Reimbursement Form** to track the mileage. At the end of the semester, the faculty member will submit the Travel Reimbursement form to the Associate Director of Business Operations and Logistical Partnerships who will in turn submit the form via an Expense Report for processing. Payments are received through direct deposit payments.

Instructional Travel for Nursing Practice Courses

Faculty may be reimbursed for travel associated with supervision of students in nursing practice courses if the travel exceeds their normal commute to the home campus where assigned. Mileage needs to be computed from their home campus and the clinical site, or from their personal residence and the clinical site, whichever is the shorter distance.

The current rate of reimbursement is $.445 per mile. At the beginning of the semester the faculty member should complete the Traveler Information Form estimating the number of round trips the clinical site visits will require. This form should then be submitted to the Associate Director of Business Operations and Logistical Partnerships. Associate Director of Business Operations and Logistical Partnerships will in turn provide the individual a Travel Reimbursement Form to track the mileage.

At the end of the semester, the faculty member will submit the Travel Reimbursement form to the Associate Director of Business Operations and Logistical Partnerships who will in turn submit the form, via an expense report for processing. Payments are received through direct deposit payments.

Courtesy Travel

If travel expenses are paid by an outside source, faculty members are required to complete a **Travel Request Form** without monetary obligation for insurance purposes. A **Travel Request Form** should be completed and forwarded to the Associate Director of Business Operations and Logistical Partnerships 2 weeks prior to the trip.

Conference Travel

All conference travel must be approved by the Dean prior to making any travel arrangements. The traveler will complete a **Travel Request Form** and email it to the Associate Director of Business Operations and Logistical Partnerships. If airfare is required, the traveler may either pay for the airfare directly or access one of the many airline travel online websites and select the most appropriate and economical flight for the destination. Travel paperwork should be completed at least four weeks prior to domestic travel and at least six weeks prior to international travel.

Faculty may use up to their allotted travel fund per academic year, with a maximum of $2,500 for regular fulltime faculty and $1,000 for fulltime staff (Adjunct Faculty requests are at the discretion of the Dean). Copies of accepted conference abstracts and notification or invitation letters must be included with all travel requests.

Faculty members are responsible for paying all of their travel expenses up-front (including registration), which will be reimbursed after their trip. Conference registration fees and airfare may be reimbursed before the trip if needed. All other expenses up to the agreed upon total reimbursement should be requested upon the traveler's return. However, no more than 2 reimbursements may be submitted per trip (i.e. Faculty may submit registration/airfare for early reimbursement, but they will have to submit their remaining receipts all at once for a 2nd reimbursement if needed). If early reimbursement is not needed, faculty will submit all of their receipts at once after their trip.

If the trip is cancelled, you are “fee liable” for any early reimbursements and must reimburse the college for the funds you have received within 10 business days from the notice of cancellation (no exceptions).

When renting a car, The traveler must use the state contract with 877-690-0064 or https://partner.rentalcar.com/stateofflorida.The State will only reimburse travelers for the rental of compact cars.

To be reimbursed the traveler must provide scan/email original receipts (i.e., hotel bill, taxi cab, registration form, airline itinerary, etc.) as well as a copy of the agenda or brochure from the conference or seminar you attended. Upon return from the trip, the traveler should submit all receipts to the Associate Director of Business Operations and Logistical Partnerships within five days. This deadline follows University policy for reimbursement. ***Faculty who will miss instructional time and/or designated office hours must also submit a travel request form. In case of emergency, the form shall be submitted no less than three (3) days from the date(s) of absence.***

****No receipts required for meals, per diem rate only****
****Travel must be >50 miles for overnight stay****
****MapQuest or similar required to verify mileage. Mileage reimbursed at .445/mile****