



CENTER FOR TEACHING & LEARNING
TRAVEL REQUEST AND AUTHORIZATION FORM

R# _____ (FOR ENTIRE TRIP)

DEPT # TO BE CHARGED: 6165

NAME: _____

DATE: _____

D100# _____

PHONE # _____

DATE OF DEPARTURE: _____

DATE OF RETURN: _____

DESTINATION: _____

PURPOSE OF TRAVEL: _____

MODE OF TRAVEL:

PERSONAL VEHICLE () _____ MILES @ .545 CENTS..... \$ _____

PLANE FARE \$ _____

ROUNTRIP MILEAGE (DSU TO/FROM AIRPORT) _____ MILES @ .545 CENTS..... \$ _____

TRANSPORTATION FROM AIRPORT TO HOTEL \$ _____

TRAIN FARE..... \$ _____

ROUNTRIP MILEAGE (DSU TO/FROM TRAIN STATION) _____ MILES @ .545 CENTS..... \$ _____

TRANSPORTATION FROM TRAIN STATION TO HOTEL \$ _____

TOLLS \$ _____

PARKING \$ _____

LODGING:

OF NIGHTS _____ @ _____ PER NIGHT PLUS TAX (R# _____)..... \$ _____

NAME OF HOTEL/ MOTEL _____

PHONE # _____

ADDRESS _____

MEALS:

OF DAYS _____ @ \$45.00 PER DIEM \$ _____

MEALS CANNOT EXCEED \$45.00 PER DAY, INCLUDING TIPS.

Any meal expense exceeding the allotted amount may not be reimbursed and may become the personal responsibility of the traveler.

CONFERENCE REGISTRATION FEE (R# _____)..... \$ _____

TOTAL ESTIMATED EXPENSES FOR THE ENTIRE TRIP \$ _____

I understand that s DSU Reimbursement of Personal Expenses for (PE-1) and a purchase requisition signed by the Department Head and appropriate budget analyst must be executed within 72 hours upon my return. I certify that I have accounted to the Business Office for all expenses. I also understand that all travel requisitions must be approved prior to departure for the proceeding trip.

SIGNATURE OF TRAVELER

DATE

DEPARTMENT CHAIR

DATE

CENTER FOR TEACHING & LEARNING

DATE

DEAN

DATE

TITLE III BUDGET ANALYST

DATE



Center for Teaching and Learning Travel Guidelines

Please read and check each box. Please submit signed copy with CTL Travel Authorization form.

- It is **expected** that your Department and/or college share the expenses of your travel.
- All** requests for funding must be submitted **30 days prior** to Travel.
- All CTL sponsored travel must be within the United States and its territories.
- Good judgment should be exercised since reimbursement will only be made for reasonable and necessary expenses incurred.
- Travelers are advised to make travel reservations as far in advance as possible to obtain the lowest fares. **Travelers should also be aware of airline refund policies prior to booking discounted flights.**
- “No show” or cancellation fees **will** become the liability of the traveler if changed for personal reasons. (Section VI, DSU Travel Policy).
- Cash advances and rental car fees are **NOT** allowable expenses.
- Meals expenses are allowed, however a maximum of **\$45.00 per day** is allowed without receipts. 75% of the allotted amount will be allowed for departure and return days. **Please note that the CTL per diem rate differs from the university allowance of the GSA per diem rates.**
- Tips and gratuity are allowed a maximum of **\$10.00 per day** without a receipt. Receipts must be submitted for expenses over \$10.00 per day.
- Parking and tolls are allowed a maximum of **\$10.00 per day** without a receipt. Receipts must be submitted for expenses over \$10.00 per day.
- Travel costs not approved in advance or in excess of what has been awarded may not be reimbursed and may become the personal responsibility of the traveler.
- Upon completion of travel, a completed M&T Bank Centresuite expense report with pertinent receipts is due the Center for Teaching & Learning **within 5 business days** of your return. This will require you to reference your CTL issued R#.
- Upon completion of travel, a completed Travel Summary report is due the Center for Teaching & Learning **within 5 business days** of your return.

SIGNATURE OF TRAVELER

DATE

CENTER FOR TEACHING & LEARNING

DATE