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
Updated July 6, 2016

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

Updated July 6, 2016