

SCHOOL OF EDUCATION
TRAVEL REQUEST FORM

Name: _____ Date: _____

Rank/Title: _____ Department: _____

Campus Address: _____ Extension: _____

Dates of Travel: _____ to _____

Travel Destination (City/State/Country): _____

Purpose of Travel: _____

Conference Name: _____

Supervisor Approval: This travel is in connection with traveler's services as an employee of Syracuse University. _____ Signature and Date

Emergency Contact: Name: _____ Phone: _____

ESTIMATED COSTS:

Transportation: _____	Circle means (Air, Train or Auto)	\$ _____
Registration Fee for Conference		\$ _____
Accommodations (number of days x \$)		\$ _____
Per Diem (meals and incidental expenses)		
--Maximum \$20 per day USA, Canada, Mexico		
--Other international maximum \$40 per day		
\$ _____ per day x _____ days		\$ _____

Total Estimated Costs: \$ _____

SUPPORT OF COSTS:

	(Initials)	
Support by Sponsored Account:	_____	\$ _____
Support by Department:	_____	\$ _____
Support by Dean's Office:	_____	\$ _____
Support by Other:	_____	\$ _____

Total Supported Costs: \$ _____

Please attach documentation of your invitation to present or participate at event
*** **OBTAIN SUPERVISOR'S APPROVAL BEFORE TRAVELING** ***

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Policy

Travel involving University office, departmental, or similar funds requires prior authorization by the traveler's supervisor. Travel in connection with a sponsored research or instructional project must always be authorized by the project director, and may require prior approval by the sponsor. The traveler shall be responsible for investigating and securing all required authorization and approval in connection with a sponsored research or instructional project.

The traveler shall provide information regarding his or her travel itinerary (flights, hotel, etc.) as well as personal emergency contact information to his or her supervisor or designee prior to departure. The traveler shall promptly notify his or her supervisor or designee if and when travel plans change.

The full Travel Policy is found at <http://supolicies.syr.edu/admin/travel.htm>.

Application

This form applies to faculty and staff for non-local employment-related travel. Examples of such employment-related travel are: presenting at or attending a conference; attendance at a business or association meeting, visiting potential donors, staffing a recruitment fair, and visiting partnering institutions, and similar purposes.

Instructions

1. Traveler or Traveler's Administrative Support:
 - a. Fill out Travel Request Form. The form can be accessed in the SOE\SOE PUBLIC\Forms folder on the G: drive.
 - b. Complete all fields except as follows:
 - i. Conference name when not attending a conference
 - ii. Amounts that are zero
 - iii. Signature and initials
 - c. Route to supervisor
2. Supervisor:
 - a. Approves travel with signature in Supervisor Approval box.
 - b. Approves departmental funding with initials by Support by Department
 - c. Route to Business Office
3. Business Office:
 - a. Adds Dean's Office support if appropriate
 - b. Records travel allotments in appropriate spreadsheets
 - c. Initials in lower right-hand corner that process is complete
 - d. Returns completed original form to department
 - e. Files copy in Business Office for 24 months