



# **SCHOOL OF EDUCATION** **TRAVEL REQUEST FORM**

## **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