Travel Request Form

Request for Professional Absence and/or Travel;
Please complete this form and submit it to Evan Lawrence at the beginning of the semester of the travel, (by September 15th and February 1st). 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 Coordinator, Dean’s Office Administrative Services.

The Coordinator of Dean’s Office Administrative Services 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 Coordinator of Dean’s Office Administrative Services 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 Coordinator of Dean’s Office Administrative Services. Coordinator of Dean’s Office Administrative Services 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 Coordinator of Dean’s Office Administrative Services 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 Coordinator of Dean’s Office Administrative Services 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 Coordinator of Dean’s Office Administrative Services, 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. Once selected, the traveler may forward the information to the Coordinator of Dean’s Office Administrative Services to book the flight using the College credit card. Travel paperwork should be completed at least four weeks prior to domestic travel and at least six weeks prior to international travel.

Faculty members are responsible for paying their travel expenses up-front other than airfare and in some instances conference registration fees. Conference registration fees can be prepaid if the conference accepts credit cards for payment. The traveler should complete the registration form and submit to the Coordinator of Dean’s Office Administrative Services for processing via credit card payment. All other expenses up to the agreed upon total reimbursement should be requested upon the traveler’s return. When renting a car, The traveler must use the state contract with National/Enterprise. State contract number is NA41042. They can be reached at 1-
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 Coordinator of Dean’s Office Administrative Services 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**
**Rental vehicle when economically justified (use National/Enterprise State contract NA41042 (1-877-690-0064) or https://partner.rentalcar.com/StateofFlorida)**