COLLEGE OF THE PACIFIC
GUIDELINES FOR FACULTY TRAVEL

I. General Rule

Unless stated in a part-time faculty member's letter of appointment, these guidelines apply to full time tenured or tenure track faculty only.

II. Travel Requests

A. As a first priority, the College will support faculty presenting papers, posters, or workshops, serving as a roundtable member/organizer, or chairman/member of a panel at a scholarly meeting of established professional quality.

B. In most cases, support will be approved for only one professional trip per fiscal year. If maximum expenditures from a first trip are less than $1300 within North America (including Alaska, Hawaii, Canada & Mexico) or $1600 international (outside North America), the unused portion can be used towards funding a second trip.

C. Requests require approval by the Department Chair and the Dean before faculty travel plans are finalized. It is important that requests be submitted as early as possible so that budget allotments can be made. Any requests for encumbrances filed after the deadline will be approved only if travel funds remain unspent.

D. The Department Chair and the Dean may approve travel requests for faculty who are not presenting a paper or appearing on the program but are attending a scholarly meeting and/or workshop for their own professional development.

E. Travel support will include and be limited to the following:

1. A limit of $1,300.00 will apply to trips within North America (including Alaska, Hawaii, Canada & Mexico).

2. A limit of $1,600.00 will apply to International trips (outside North America).

3. Direct Travel - the least expensive airfare (usually requires reservations be made at least 2 weeks to 21 days in advance) or automobile travel at $0.54/per mile.

4. Vicinity travel – car rental, taxi, tolls or parking.

5. Meal per diem of $30.00 per day or government per diem rates for city visited (3 day maximum).

6. Lodging - (limit per night - $140.00) Three nights maximum, unless an additional night’s stayover is required for reduced airfare. Conference hotel is preferred but not required. Exceptions to the maximum will be made if conference hotel accommodations exceed $140 a night.

7. Conference registration fee

III. Processing

A. Forms are available from the Dean’s Office, or from Department Administrative Assistants,
for travel encumbrance, payment, professional development or recruiting.

1. **Faculty Travel - Funding Encumbrance Request - (PINK FORM)**
   a. Filing Deadlines:
      1) for travel in July through September - **June 10**
      2) for travel in October through December - **September 10**
      3) for travel in January through March - **December 10**
      4) for travel in April through June - **March 10**
   b. Requests require approval by the Department Chair before the filing deadline.

2. **Request for Payment of Travel Funds - (BLUE FORM)**
   a. Original receipts must be presented to cover all expenses for travel (air, car, taxi, car rental, tolls/parking, hotel, and conference fees). These receipts are to be taped to 8-1/2 X 11 paper and attached to the Request for Payment of Travel Funding form.
   b. Requests for payment, with receipts, must be submitted to Sara Kleinert in the Dean's office, for approval, within two weeks of the completion of the travel to guarantee payment.

**IV. Other**

A. It takes approximately 2 weeks to receive reimbursement for travel requests after submitting the required paperwork.

B. Reimbursement checks will be sent to current home addresses. Please remember to provide this information on the Request for Reimbursement Form.

C. Support for travel for other reasons should be requested from sponsoring agencies, grants or fellowships.

D. Any travel questions or requests should be made to the Dean's Office.
COLLEGE OF THE PACIFIC
FACULTY TRAVEL - FUNDING ENCUMBRANCE REQUEST

FILING DEADLINES for travel in:
JULY through SEPTEMBER................................. JUNE 10
OCTOBER through DECEMBER............................ SEPTEMBER 10
JANUARY through MARCH................................. DECEMBER 10
APRIL through JUNE........................................... MARCH 10

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NAME: ___________________________ EXTENSION: _______ DATE: ____________

DEPARTMENT: ___________________ 988 #: ___________________________

DATES OF PROPOSED TRAVEL: __________________ LOCATION: ___________

SPONSORING ORGANIZATION: ____________________________________________

PURPOSE OF PROFESSIONAL TRAVEL: (Check as many as appropriate)

_____ 1. Paper/Presentation
     (entitled): ____________________________

_____ 2. Participation in Panel, Workshop, as Discussant (entitled):
     ____________________________

_____ 3. Participation as Officer, Committee Member, Professional Development (explanation):
     ____________________________

ESTIMATED TRAVEL BUDGET:

DIRECT TRAVEL
     Economy Air $__________
     Automobile (@ $.54 per mile) $__________

VICINITY TRAVEL
     Taxi, Car Rental $__________
     Tolls, Parking $__________

PER DIEM - Meals
     Limit of $30.00 per/day (or government per diem rate for city visited)
     - 3 day maximum $__________

LODGING - Rate per/day: $_______ # of days: ______ $__________
     (1) Limited to 3 days at $140.00/per day unless a 4th day is
     necessitated by economy airfare. (2) Conference hotel is
     preferred, but not required. Exceptions to the maximum will
     be made if conference hotel accommodations exceed $140/night.

REGISTRATION/CONFERENCE FEES $__________

TOTAL ESTIMATED COST - $__________
     A limit of $1300.00 within North America (including Alaska, Hawaii, Canada & Mexico); a
     $1600.00 limit for International (outside North America).

APPROVALS:
Department Chair: ___________________________ Date: ____________

Dean: __________________________________ Approval granted in the amount of $__________
COLLEGE OF THE PACIFIC
FACULTY REQUEST FOR THE PAYMENT OF TRAVEL FUNDS

NOTE: Original receipts must be presented to cover all expenses for which payment is requested. Receipts must be taped to 8-1/2 X 11 paper and attached to this form. Request for payment should be submitted within 2 weeks after completion of travel.

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NAME: ___________________________ EXTENSION: ___________ DATE: ___________

DEPARTMENT: ___________________________ 988#: ________________________

CURRENT HOME ADDRESS: ______________________________________________________

DATE OF TRAVEL: ___________________________ LOCATION: _______________________

SPONSORING ORGANIZATION: _____________________________________________________

PURPOSE OF PROFESSIONAL TRAVEL: (Check as many as appropriate)

____ 1. Paper/Presentation (entitled: ____________________________________________

____ 2. Participation in Panel, Workshop, as Discussant (entitled: ___________________________

____ 3. Participation as Officer, Committee Member, Professional Development (explanation): ___________________________

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DIRECT TRAVEL

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy Air</td>
<td>$______</td>
<td>(T310/7142)</td>
</tr>
<tr>
<td>Automobile (@ $0.54/per mile)</td>
<td>$______</td>
<td>(T370/7154)</td>
</tr>
</tbody>
</table>

VICINITY TRAVEL

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxi, Car Rental</td>
<td>$______</td>
<td>(T330/7146)</td>
</tr>
<tr>
<td>Tolls, Parking</td>
<td>$______</td>
<td>(T370/7154)</td>
</tr>
</tbody>
</table>

PER DIEM - Meals

Limited of $30.00 per day or government per diem rate for city visited - 3 day maximum

$______ (T360/7152)

LODGING - Rate per/day: $______ # of days: ______ $______ (T350/7150)

(1) Limited to 3 days at $140.00/per day unless a 4th day is necessitated by economy airfare. (2) Conference hotel is preferred, but not required. Exceptions to the maximum will be made if conference hotel accommodations exceed $140/night.

REGISTRATION/CONFERENCE FEES

$______ (T340/7148)

TOTAL COSTS ELIGIBLE FOR REIMBURSEMENT - $______

A limit of $1300.00 within North America (including Alaska, Hawaii, Canada & Mexico); a $1600.00 limit for International (outside North America).

APPROVAL:

Dean: ___________________________ Date ___________________________