



HOBART AND WILLIAM SMITH
COLLEGES

Faculty Domestic Travel Expense Report

Name: _____ Meeting Attended: _____ Dates: _____

Level of Participation: I II III
 (Please see description of level of participation and corresponding payment amounts)

| Date: | | | | | | | | Totals | |
|---|--|--|--|--|--|--|--|--------|-------|
| City | | | | | | | | | |
| Airfare | | | | | | | | | 53811 |
| Train Fare | | | | | | | | | 53816 |
| Bus Fare | | | | | | | | | 53816 |
| Auto Mileage @ \$0.575 | | | | | | | | | 53813 |
| Auto Rental | | | | | | | | | 53812 |
| Tolls and Parking | | | | | | | | | 53815 |
| Local Transportation (Taxi, Bus, Subway) | | | | | | | | | 53814 |
| Hotel Lodging | | | | | | | | | 53817 |
| Meals: Breakfast | | | | | | | | | 53818 |
| Lunch | | | | | | | | | 53818 |
| Dinner | | | | | | | | | 53818 |
| Telephone, Fax or Internet | | | | | | | | | 53820 |
| Other (explain see page 2) | | | | | | | | | 53820 |
| Tips not included above | | | | | | | | | 53820 |
| Meeting Registration Fees | | | | | | | | | 53819 |
| Spent for other College Staff Members (Name and Details see page 2) | | | | | | | | | |
| Entertainment (Name and Affiliation see page 2) | | | | | | | | | 53818 |
| Totals | | | | | | | | | |

Total Trip Expenses _____
 Travel Advanced Received from the Business Office _____
 Balance Due Colleges (Advance in Excess of Expenses) _____
 Balance Due Employee (Expenses in Excess of Advance) _____

Accounting Information: Fund-Department-Program-MyRef
 (1) 11 - 15050 - 03850 - _____
 (2) _____
 (3) _____
 (4) _____

Signed _____ Approved _____
 (Faculty Member) (Date) (Provost Office) (Date)

LEVELS OF PARTICIPATION

Level I - Presentation of a paper before a state, regional, national, or international meeting of a widely recognized national or international professional organization.

The Colleges will pay **100% of costs, up to a total of \$1,200.**

Level II - Discussant, respondent, commentator, panel chairperson, etc., in a professional society meeting, or service in a significant office of a widely recognized state, regional, or divisional professional organization.

The Colleges will reimburse **80% of costs up to a total of \$400**, with costs defined and subject to the same individual limits as for Level I.

Level III - Attendance.

The Colleges will reimburse **80% of costs up to a total of \$300**, with costs defined and subject to the same individual limits as for Level I.

The Colleges will reimburse faculty for professional travel expenses according to the following scale:

- Least expensive practical fare*
- Room for up to four nights (\$180/night maximum)
- Meals and miscellaneous expenses for up to four days (\$60/day maximum) will only be reimbursed with itemized receipts attached
- Registration fees (100% of cost will be paid up to \$700)

The maximum total annual grant for an individual faculty member that is tenure track or tenured is \$1,200. The maximum total annual grant for an individual faculty member that is ongoing or temporary is \$700.

*This is interpreted as the appropriate super-saver fare. Those for whom the supersaver requirement (i.e. a Saturday night stay) is unduly convenient or expensive should request an exception from the Provost.

- You **MUST** turn in original receipts for **ALL** expenses incurred. We will not reimburse you if you do not have a receipt.
- Receipts should be separated by category (food, motel, travel, parking, etc.) with each category totaled.
- Completed travel reports and receipts should be submitted to the Provost's Office.