

**Tuskegee University  
Title III Travel Request Packet  
Office of the President**

## Welcome

Please thoroughly familiarize yourself with all of the guidelines before starting the application.

- This electronic application is provided for your convenience.
- You may move through the fields on the application by using the tab key or mouse click where appropriate.
- A [formhelper](#) is provided. You may access the **help items** by clicking on the relative links.
- A [perdiemcalculator](#) and [mileagecalculator](#) has also been provided for your convenience.
- You cannot save the application. You must therefore print the application once completed.

[Go Directly to Application](#)

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## General Information

The Title II program provides funding for travel, on-campus workshops, course material development, college or department retreats, consultants visits to campus and other educational support activities. This form applies to travel only. Please inquire about applications for other purposes.

Travel cost includes expenses for transportation, lodging, registration fees, and meals incurred by employees who are in travel status on official business of the University. Trips must be justified and in accordance with university and Title III guidelines. Travel must be pre-approved by using the attached travel request form.

### Please Note:

- Faculty members are allowed one trip per fiscal year (October 1 - September 30)
- Travel arrangements should **not** be confirmed prior to written approval
- Persons requesting travel can apply two months prior, but no less than three (3) weeks prior to travel. The earlier the better.

## Application

Items paid in advance:

- Registration
- Air Fare
- Rental Car
- Hotel

Documentation needed to process application:

- Faculty vita
- Application signed by department head and dean
- Typed requisition form:
  - Registration
  - Airline tickets
  - Hotel
- 2 copies of conference/program showing dates and cost of all activities and events
- Documentation of mileage if traveling in personal vehicle (ex: Mapquest, Google Maps, or yahoo Maps).

## Reimbursement (Conferred through check request)

Items reimbursed:

- Per diem
- Gasoline for rental vehicles
- Mileage for automobile transportation if traveling in personal vehicle
- Internet access from hotel

Documentation needed for reimbursement (Original plus one copy):

- Gasoline receipts
- Taxi receipts
- Airport parking receipts
- Hotel parking receipts (valet services not reimbursed)
- Internet access from hotel
- Report

## Title III Travel Request General Guidelines

Please familiarize yourself with these guidelines before starting application process

### Air Travel

- Personnel must make their own travel arrangements directly with the University's Travel Agency, Universal Travel (1-800-573-2916). Online tickets cannot be purchased nor approved through other travel agencies.
- All travel must be at coach rates and no first class or international travel will be processed.
- A requisition form must be provided and approved prior to the issuing of any airline ticket. All flight information will be verified prior to processing.
- Check for and secure the special fares whenever possible.
- Travel arrangements must be made in advance. Airline information should be typed on the University Requisition Form with an emailed itinerary. No airline tickets should be purchased prior to approval.

### Automobile Travel

- Travel by private vehicle is permitted. The rate per mile is \$0.58. [This rate is subject to change.]
- Official travel, out of the State, by private automobile, will be reimbursed at the lower of the mileage rate or round-trip coach airfare. Reimbursement will be for the mileage during travel only.
- When making your request, you must submit documentation of the current airfare to determine the lowest rate.
- If two or more persons travel by private automobile, reimbursement will be allowed at the same rate of \$0.585 per mile on the basis of standard mileage tables. Only one transportation charge will be allowed regardless of the number of persons.

### Rental Car

- Travel in a rental car is permitted and reimbursement is given **only** for gas and the rental fee.

### Meal Allowance

- Receipts for meals **are not** required.
- The reimbursement costs of meals range from \$28 per day to \$64 per day according to the city and state for which you are traveling.
- Current meal allowance rates are available at <http://www.gsa.gov>
- New federal guidelines allow only 75% of the meal allowance can be given for travel days (first and last).

### Ground Transportation

- The most economical transportation should be used from the airport to the hotel. In some cases, shuttles and limousine services are less expensive than taxis.
- Original Receipts are required for ground transportation reimbursement.

### Communications and Other Expenses

- Reimbursements will be made for limited documented business calls from hotel only. Any calls made to a University office should show the number on the bill.
- Reimbursement for computer usage is allowable in documented cases.

## **Reimbursements**

- You are encouraged to reserve a room in the hotel where the conference, workshop or convention of attendance will be held. The most economical reservations should be requested when selecting and reserving a hotel room. Personnel will be reimbursed for living expenses. Check requests cannot be processed to cover hotel costs in advance.
- Reimbursements require original receipts for a refund.
- Reimbursements will be made when all forms and receipts are submitted to the Title III Office. There will be no funds reimbursed without a pre-approved and signed Title III Travel Request Form. All expenditures should be listed on the Check Request Form. The information should be typed, dated, and signed prior to submission.
- Reimbursements for changes in pre-approved air travel, hotel movies, and room service ARE NOT given by the University.
- Personnel should submit a report of expenditures no later than one week after the travel activity. The University Check Request should be used to report the expenses of transportation, lodging, and other items and must be documented.
- Reports of travel expenditures will be audited and appropriate adjustments will be made before being submitted to the Office of Grants and Contracts. An agenda, program and report on all conference sessions attended must be submitted with the signed check request.
- The traveler's signature is the only signature required (requested by). Allow four weeks after the Check Request is approved for reimbursement.
- Individuals cannot pick up checks from the Accounts Payable Office. Reimbursement checks are to be issued by the Title III Office only and require verification prior before being released.

## **New & Updated Travel Guidelines**

- Faculty members who have been awarded external grants with travel funds should use those funds. Travel will not be approved if funds are available from other sources.
- Airline tickets must be purchased through Universal Travel. Reimbursements for tickets purchased on the website or with other travel agencies will not be paid. Changes in reservations following the purchase of a ticket are at the expense of the traveler and not reimbursed.
- Airline tickets should be purchased in accordance with the dates of travel. Faculty members should refrain from requesting extended travel prior to or beyond the listed conference dates.
- When submitting the request for funds, faculty members should provide a copy for information supporting the travel (announcement, proposal submission approval, etc.).
- Conference registrations, hotel accommodations, or airline tickets cannot be purchased in advance of Title III submission and approval. All expenses are required to be requested by the use of the appropriate University forms.
- No arrangements should be made prior to written approval being given for travel. Travel initiated without prior approval will not be reimbursed.
- Faculty members should plan early for travel. Documents submitted require approval and processing by three (3) offices therefore, you should make every attempt to submit your request at least two months prior to travel to ensure proper processing and approval.

## **Report Guidelines**

It is a requirement that faculty members who travel from Title III funds submit, to the Title III Representative, a report documenting how the information attained at the conference/seminar/meeting, etc. attended enhanced their instruction/activities at the University. As you are aware, there are certain goals the University set each fiscal year and relies on the training from the activities faculty members participate in to help in achieving these said goals. Accordingly, with the goal of a strengthened instructional program executed to yield highly competitive students and thereby the achievement of exemplary student learning outcomes, program activities will include:

- A. Faculty development activities to improve instruction
- B. Acquisition by faculty of contemporary pedagogical skills and approaches through attendance at selected conferences, topical workshops, and training sessions
- C. The convergence of instructional materials, courseware, best practice instructional modules, specific competencies-based assessment of student learning resources, and other professional development resources.

The above are the goals that the University pledges to accomplish for this fiscal year. In preparing your report, please focus on the above-stated goals when answering the question “how your instruction/activities will be enhanced as a result of your participation in this activity”. This report needs to be no longer than one page. This is needed in order to complete the Title III reporting requirements mandated by the U.S. Department of Education.

### **Checklist for Submitting Title III Travel Request**

- ☐ Title III travel request form signed by the department head, dean and provost.
- ☐ Typed requisition form(s) for (as applicable):
  - ☐ Airline information regarding ticket price, dates, times, location, and cost (2 copies)
  - ☐ Conference registration information (2 copies)
  - ☐ Hotel reservation information (include applicable room tax)

*(NOTE: Airline reservation and conference registration can be on the same requisition form)*

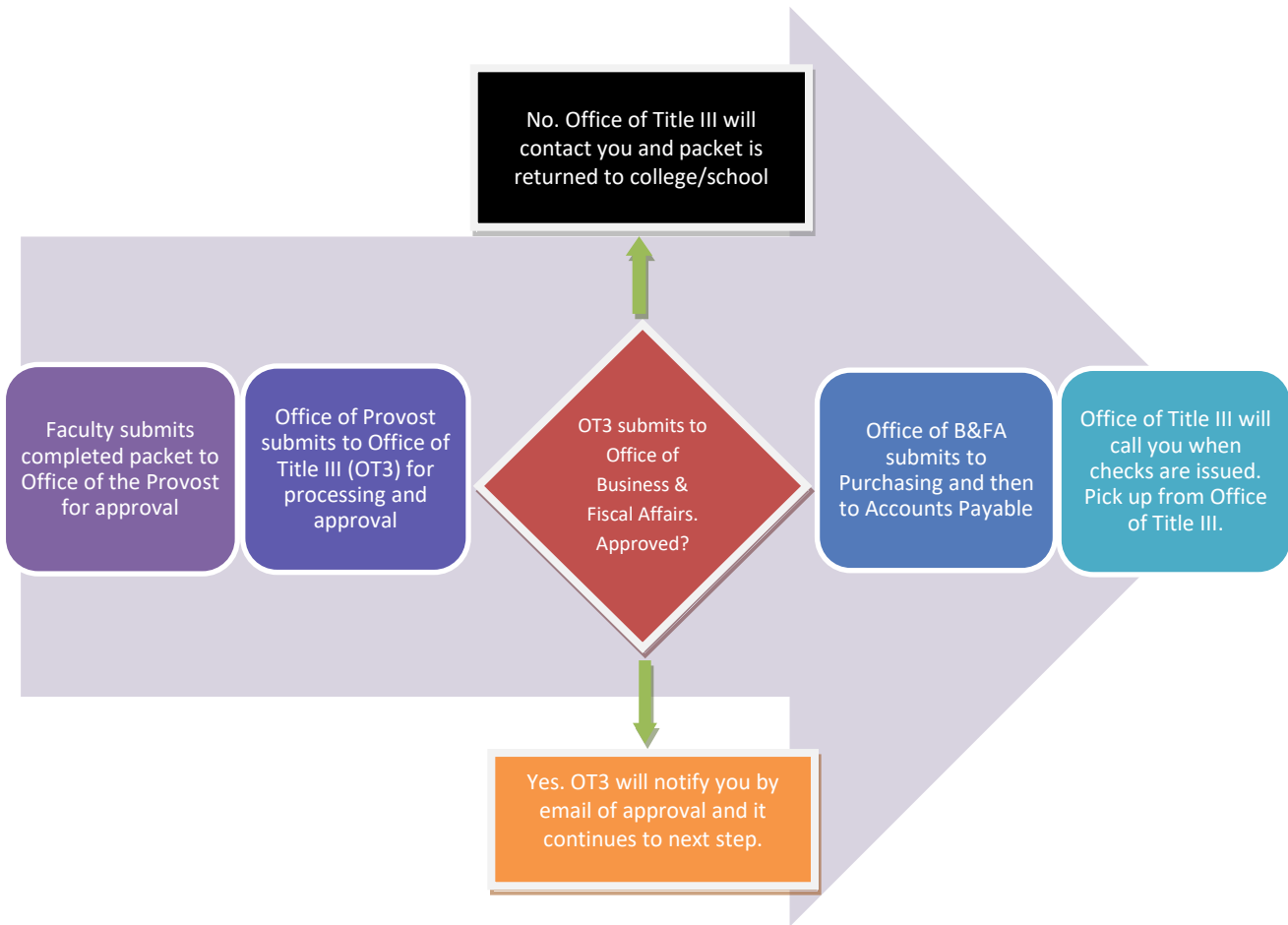
#### **2 copies each of:**

- ☐ Faculty Vita
- ☐ Conference/program announcements showing dates and cost of all activities and events
- ☐ Documentation of estimates for mileage if driving personal vehicle
- ☐ Verification for presentations by the designated agency, if presenting at a conference.

### **Checklist for Submitting Check Request for Reimbursement**

- ☐ Typed check request for reimbursement accompanied by 2 copies (original + one copy) each of :
  - ☐ Original ground transportation receipt(s)
  - ☐ Original parking receipt(s)
  - ☐ Gasoline receipt(s) if you traveled in personal vehicle
  - ☐ Other related expenses
- ☐ Report of conference activities accompanied by 2 copies each of:
  - ☐ Conference brochure cover
  - ☐ Conference agenda (e.g., workshops and seminars you attended)
  - ☐ Original hotel receipt folio
  - ☐ Original boarding pass(es)
  - ☐ One-page conference summary

## Review and Approval Process



**Please allow at least three (3) weeks processing time. The sooner you start the process the better.**





**Tuskegee University**  
**Title III Travel Request Form V7**  
**FY: October 1 - September 30**

**Please click on the links for help filling out this form**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Department/Area: \_\_\_\_\_ Email: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_  
\_\_\_\_\_

**Type of Request (Select only one)**

- ☐ Travel to attend conference or workshop    ☐ Travel to visit another college or university    ☐ On campus workshop or seminar  
☐ Course material development    ☐ Retreat (college or department)    ☐ Consultant visit to campus  
☐ Education support    ☐ Other (If other please explain below): \_\_\_\_\_

TravelDate(s): \_\_\_\_\_ Location: \_\_\_\_\_  
TitleofConferenceorEvent : \_\_\_\_\_

**Estimated Expenses**

RegistrationFee: \_\_\_\_\_ PerDiem: \_\_\_\_\_ Airfare: \_\_\_\_\_  
Lodging: \_\_\_\_\_ Mileage: \_\_\_\_\_ Other: \_\_\_\_\_

Explain Other Expenses: \_\_\_\_\_ Total Estimated Cost: \_\_\_\_\_

**Signatures**

_____ Signature of Faculty Member	_____ Date
_____ Signature of Department Head	_____ Date
_____ Signature of Dean	_____ Date
_____ Signature of Provost	_____ Date

**Official Use Only**

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments: _____
_____ Signature	_____ Date

**Additional Information**

Arrangements made to handle your job responsibilities while on travel (required):	
Current role and responsibilities and how they are related to the proposed project/activity for which funds are being requested (required):	
Project/activity goals and objectives for Tuskegee University as a result of participation for which funds are being requested (required):	
Benefits for proposed project/activity to Tuskegee University (required):	
If visiting another college/university, name and address of college or university and purpose of visit:	
If on-campus workshop or seminar, title and audience:	
If course material development, title and audience:	
If college/department retreat, name of college or department:	
If college/department retreat, title and purpose of retreat:	
*If consultant visit to campus, consultant name and purpose of visit:	

*\*Detailed Information along with signed consultant agreement should be included with request.*

## Form Helper

Item	Description
Date	Date that you complete the form, i.e., today's date <a href="#">BacktoForm</a>
Email	Primary email address <a href="#">BacktoForm</a>
Other phone	Optional Cell phone or another phone number <a href="#">BacktoForm</a>
Emergency Contact	Someone that can be contacted in case of emergency <a href="#">BacktoForm</a>
Travel date(s)	Official event dates including travel days. For example: <ul style="list-style-type: none"> <li>▪ If the conference is on March 8, 9 and 10</li> <li>▪ You will depart on March 7 and return March 11</li> <li>▪ The travel days would be March 7 through 11</li> </ul> <a href="#">BacktoForm</a>
Location	City and state of the event <a href="#">BacktoForm</a>
Title of conference or event	Official title of event spelled completely out no acronyms please <a href="#">BacktoForm</a>
Registration fee	Use form provided by event coordinators Most registration forms can be completed online and printed Fee must be included on the requisition Please include two copies of typed and completed registration form
Per Diem	Per diem includes meals, allowances and other personal expenses Calculated according to the city and state for which you are traveling Must use official rates provided by the U.S. government - <a href="http://www.gsa.gov/portal/category/21287">http://www.gsa.gov/portal/category/21287</a> copy and paste URL if link does not work  For example: <ul style="list-style-type: none"> <li>▪ If the conference is on March 8, 9 and 10</li> <li>▪ Your travel days are March 7 through 11</li> <li>▪ You would get the full rate for March 8, 9 and 10</li> <li>▪ You would get 75% of the full rate for March 7 and 11</li> </ul> <a href="#">Please feel free to use our Per Diem Calculator</a> <a href="#">BacktoForm</a>
Airfare	Must be made directly with the University's Travel Agency (1-800-573-2916) <a href="#">Back to Form</a>
Lodging	Hotel reservation Must attach 2 copies of printout showing dates and costs <a href="#">BacktoForm</a>
Mileage	Reimbursed upon return Includes mileage to and from airport if flying Total miles for both ways times \$ 0.58 per mile Attach 2 copies of printout of online map services such as Mapquest or Google Maps <a href="#">Please feel free to use our Mileage Calculator</a> <a href="#">BacktoForm</a>
Other expenses	Reimbursed upon return For example – airport parking, hotel parking, taxi Must provide proof/receipts <a href="#">BacktoForm</a>
Total estimated cost	Automatically calculated Adjustments with proof made at time of reimbursement <a href="#">Back to Form</a>

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## Per Diem Calculator

### Instructions:

- Per diem is calculated according to the city and state for which you are traveling
- Must use official rates provided by the U.S. government - <http://www.gsa.gov>
- Number of travel days must coincide with airline ticket and/or hotel reservation
- [Formhelper](#)

Per diem rate per day	
Number of travel days	
Number of conference days	
Travel days total (Automatically Calculated)	
Conference days total (Automatically Calculated)	
<b>Total Per Diem</b>	

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## Mileage Calculator

Mileage is reimbursed upon return

Calculated by total miles for both ways times \$ 0.58 per mile (subject to change)

To receive reimbursement you must attach 2 copies of printout of online map services such as Mapquest or Google Maps

Total miles from online map	
Mileage amount .58 (Automatically Calculated)	
Total Mileage (Automatically Calculated)	

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