

HISTORY TRAVEL/PROFESSIONAL EXPENDITURE REQUEST, 2006-2007

Funding Availability: Allocations are made on an ad hoc basis for tenured faculty, tenure-eligible faculty and full-time temporary lecturers. Support for graduate students will be determined on an ad hoc basis by the department head. Funds must be expended in the fiscal year of award and cannot be carried forward to the next year.

Allowable Expenses: Funds may be applied to domestic travel and other appropriate professional expenses. If you have any questions regarding University travel policies, consult Donna Watson, Administrative Assistant or review the University FRS policies at <http://w3.arizona.edu/~fso/deptman/>. Before you make any non-travel purchases or commitments review the on-line FRS policies and consult with Cynthia Malbrough, Business Manager.

Supporting Documentation: When submitting requests for travel support, it is important that you keep all receipts for lodging, airfare, auto mileage, any miscellaneous travel expenses, and a copy of the program (where applicable). You may request an advance up to 100% of your allocation, but you must do this at least four weeks in advance of your trip – it takes time for processing through the Travel Office. After your trip, a ‘final expense’ form must still be submitted regardless whether you received an advancement or not.

Routing: Submit this request form with supporting documentation to the Department Head for approval. He will then submit it to the Business Manager for account funding, and the Business Manager will then submit travel requests to the Administrative Assistant for processing of travel forms through the Travel Office. If the request is non-travel related, the department head will determine the next step for purchasing or reimbursement.

When You Return From a Trip: Immediately submit all original travel receipts to Donna Watson. This must be done in all cases to assure that encumbrances are closed and that you are not personally charged for the expenditures of the trip. Regardless of funding source or amount, you must submit a final report. Allow at least three weeks for reimbursement for final expenses, which will show up in a lump sum with your bi-weekly paycheck. For accounting and tax report purposes, the travel reimbursement will also show up as ‘surepay’ under payroll deductions to identify the reimbursement as non-taxable income.

Class Coverage: If you have made an assignment to your classes that does not require class attendance during your absence, please indicate so. Report coverage of all your classes, recitation, labs, etc., covering the time you will be away from the University. This form must accompany all travel orders regardless of funding source.

Complete and submit this form and supporting documentation to the Department Head for approval.

Date: _____
Name: _____
Title: _____
SSN: _____

Class Coverage:
Course Number: _____
Dates of Coverage: _____
Coverage Provider: _____

Travel Expense:
Total Cost: _____
Amount Requested: _____
Destination: _____
Depart. Date: _____
Return Date: _____
Conference: _____

Other Professional Expense:
Description: _____
Cost: _____
Vendor: _____
Address: _____
Phone: _____

Conf. Dates: _____
Participation: _____
External \$\$?: _____

Approvals:
Amount (Head completes): _____
Account: (Bus Mgr completes): _____
Approval: _____

Karen Anderson, Head

Amount Requested From Department _____

Date _____

