

PROCEDURAL STEPS FOR FACULTY TRAVEL

1. **All requests for travel funds must be preapproved, even if department funds are requested.** The request must be made through the faculty member's department chair, who forwards the request, along with his or her approval, to the Office of Academic Affairs for authorization.
2. The request for travel funds must include confirmation that the faculty member's conference/seminar proposal has been accepted for presentation, as well as a breakdown of anticipated expenses. In addition, documentation describing the conference and fees should be included. To assist with this process, faculty members are encouraged to complete the Travel Request Form at least four weeks prior to travel, if possible.
3. Once the travel request is preapproved by the Office of Academic Affairs, the faculty member will receive an authorization letter, along with a travel expense report and information on notifying the Publications Office. The department chair also receives a copy of the authorization letter.
4. Once travel is preapproved, faculty members may make their own arrangements for travel, including hotel and airline reservations.
5. Guidelines and limits for travel are as follows:
 - a. Maximum of two travel requests per fiscal year (July 1st- June 30th), not to exceed \$2,200.00. Faculty may spend up to 75% of their allocation (\$1,650.00) on one authorized trip, with the remainder available for a second approved trip.
 - b. The maximum allowance for meals and incidental expenses (i.e. tips) is determined by the IRS per diem guidelines and averages between \$39-\$64 per day, depending on the location. For domestic travel, relevant per diem rates can be obtained at: www.gsa.gov/perdiem. For international travel, relevant per diem rates can be obtained at: http://aoprals.state.gov/content.asp?content_id=184&menu_id=78. If any meals are provided by the conference and/or lodging fees, the figure should be adjusted accordingly. If faculty members choose to use the IRS per diem rates, receipts are not necessary. However, if they want to use the actual cost of meals, receipts must be provided and cannot exceed the maximum per diem allowance. Per diem rates may *not* be used for lodging; original receipts must be provided.
 - c. Use of a personal auto is permitted. However, the mileage expense authorized usually cannot exceed the price of an airline ticket. The mileage rate, effective January 1, 2009, is \$0.50 per mile.
 - d. The maximum allowance for airport parking in Rhode Island is \$55 per week (Long Term Express Lot E at T.F. Green Airport). The maximum allowance for airport parking in Massachusetts is \$108 per week (Terminal E Lot 2 or Economy Parking at Logan Airport).
 - e. Arrangements for air travel should be made using the "*Academic Affairs Air Travel Guidelines*."
 - f. If traveling by air, car rentals are not usually required if appropriate ground transportation is available. However, car rentals may be approved if deemed necessary and prove cost effective for individual trips. Written justification for a car rental must accompany a request for travel funds. Faculty members should always be aware of their own personal insurance coverage before renting a car and should not waive insurance unless their own insurance covers rental cars. Faculty may prefer to purchase insurance through the rental agency. Personal insurance or insurance through the rental agency must always be carried on a rental vehicle. The name of the insurance company and policy number are needed when a requisition is made for a car rental if coverage will be through the faculty member's own insurance company.
 - g. Providence College will not reimburse expenses that are supported through grant/external funding.
5. Within one week of completion of travel, faculty members must submit a travel expense report, with **original receipts for all expenses incurred**, to the Office of Academic Affairs. A copy of the paper/presentation (if applicable) should also be submitted; electronic copies are preferred. Once final approval is granted, request for reimbursement is sent to the Treasurer's Office for processing, which takes approximately 2-3 weeks.