HAMILTON COLLEGE

Faculty Travel Funding Authorization Form

This form should be completed in full, including the department/program chair's signature, and sent to the Associate Dean of the Faculty. After funding has been approved, expenditures may be made on either your personal credit card or a Hamilton College corporate card. Any expenses incurred which are not listed below must be explained at the time the expense statement is submitted and will be subject to approval by the Associate Dean. **This form does not authorize actual payment of funds**.

Please follow the guidelines for professional travel and research support located in *The Red Book; General Information for Faculty*. Private limousine service, automobile rentals, trip insurance, and passports for foreign travel will not be considered for reimbursement unless a written explanation is provided. Once funding is approved, a copy of this form will be returned to the faculty member along with an expense statement. The expense statement and original receipts should be submitted to the Associate Dean within 30 days of return from the trip.

Name _____ Date _____

Destination _____

Departure date _____ Return date _____

Purpose of travel (conference/workshop title) _____

_____

Participant in the program? _____ Yes _____ No

Possibly meet the local alumni group (if so, preferred dates around trip)?

Estimated expenses: (The College's tax-exempt number must be used for any travel within New York State.)

Transportation: (The toll-free number for the College's contracted travel agency, BTI, is 800-472-7447.)

Air/Rail	$_____
Mileage @ $.55 per mile	$_____
Tolls	$_____
Lodging	$_____
Meals ($40 per diem)	$_____
Registration fee	$_____
Other (parking, cab, etc.)	$_____
TOTAL	$_____

Comments: _____

I acknowledge that any amount charged to Hamilton College in excess of the sum approved are my responsibility and I agree to repay the College within 15 days of notice.

_____ _____ _____ _____

Faculty Member Date Department/Program Chair Date

_____ _____ Amount of Funding Approved _____

Associate Dean Date

Revised 9/16/09