

Fondren Library Staff Travel Request Form

Name: _____ Employee # _____

Conference Name: _____

Conference Place and Dates: _____

Dates of Travel: _____

Dates of Release Time Requested: _____

How Participating (Committee Membership, Presentations, etc.)

Supervisor's Approval for Absence _____ Date: _____

Funding Request

(see reverse side or <http://library.rice.edu/about/employment/staff-resources/training-and-development/travel-and-development-guidelines> for any limits on the amount of funding requested)

Expense

Approved Reimbursement

Transportation _____
50% of a reasonable airfare is reimbursed

Per diem _____
(\$120 x no. of overnights) + \$60 for return day Example: for a five day trip (\$120) x 4) + \$60 = \$540

Registration _____
Total cost of registration at the member level

Total funding requested _____

Please submit this form to the Chair of the Staff Travel and Development Committee. Travel expenses are not prepaid by the library. Travelers submit the University Travel Expense Statement and receipts within 30 days of return in order to be reimbursed. Registration may be prepaid if the request for registration prepayment is made at least three weeks prior to the date of registration. Prepaid registration is sent directly to the organization, so a completed registration form must accompany the Travel Request Form. Evidence of attendance is submitted with receipts. Reports to the staff are due following travel or development activity.

Do you want the library to prepay your Registration? Yes _____ No _____
If yes, have you provided a Completed Application? (Required) Yes _____ No _____

(This section to be completed by Chair of Staff Travel and Development and Director of Fondren Library)

Staff Travel and Development Committee Approval Yes _____ No _____
Vice Provost & University Librarian Approval Yes _____ No _____

Staff Travel and Development Committee Chair Signature Date

Vice Provost & University Librarian Signature Date

Helpful Information for Filling out this travel form

Please visit <http://sparta.rice.edu/Fondren/Staff/traveldevelopment/index.html> for fuller details, including information on reimbursement.

In determining how travelers should be reimbursed, Fondren distinguishes among three kinds of travelers:

a) **Participant:** If a staff member is obligated to travel to a professional/scholarly conference, workshop, seminar, etc. because of duties as a committee member, speaker, officer, etc., he or she will be reimbursed for the following:

- Registration at the member level.
- Half of a reasonable airfare. According to the Rice Travel Procedures, "The most economical and direct form of transportation should be used ... Economy class airfare should be used."
- \$120/day per diem for all other travel-associated costs (e.g., lodging, food, ground transportation), with \$60 for the return day.

The funds available for active participation is capped at \$2,100 for all travel. This amount includes up to \$850 for travel without active participation.

b) **Attendee:** If a staff member attends a professional/scholarly conference, workshop, seminar, etc. but is not an active participant (e.g., a committee member, speaker, officer, etc.), he or she will be reimbursed for the following:

- Registration at the member level.
- Half a reasonable airfare.
- \$120/day with \$60 for the return day.

The funds available for attending (rather than participating in) conferences are capped at \$850 per traveler each fiscal year.

c) **New staff member:** A newly hired member of the staff will be reimbursed for attending or participating in a professional/scholarly conference at the same rate as an active participant for two years from his or her start date.

FAQs

I am traveling by car to a conference. Where can I find the mileage reimbursement formula?

Current mileage reimbursement information can be found on the Rice University Buy/Pay website: <http://payment.rice.edu/> under F.A.Q.

What if the cost of mileage exceeds airfare?

Reimbursement will be based on the "most economical and direct form of transportation" which can be the airfare rate rather than the mileage reimbursement rate. Travelers are often reimbursed according to airfare rates although they are driving to their destination. When travel by car is requested, current airfare rates should be checked in order to determine the reimbursement amount.

I am going to a meeting in Austin and will return the same day. Can I get reimbursed for my lunch?

"In accordance with IRS guidelines, meals will NOT be paid for one-day travel unless the meal is part of a conference program" from: Travel Procedures Document page 5, section M. One-day travel.

How do I register for a conference if everything is online?

Unless instructed otherwise, you can print the online form, fill it out and include it with the Travel request. The Accounting Clerk will use this information to register you online.

I am attending a free workshop that is being held locally. Do I need to submit a travel request form to the Committee?

It is not necessary to submit request forms for free workshops. You will need to have your supervisor authorize the release time, but that does not need to be brought to the attention of the Committee.

Further Info

Rice University Travel policy:

http://professor.rice.edu/professor/Travel_Policy.asp

Rice University Buy/Pay Travel Procedures:

<http://cohesion.rice.edu/Administration/paymentsolutions/emplibrary/ACF662.pdf>