

## Advanced Travel Notification

Name of Traveler: \_\_\_\_\_

Please submit this to the Department of Psychology office at least one week before you travel; ideally when you first plan your trip!

According to Policy E.4.3.b., you need to notify the Department Chair of any absence of  $\geq 2$  business days during the academic year: <https://www.rit.edu/academicaaffairs/policiesmanual/e040>.

Dates of anticipated travel: \_\_\_\_\_

What is your destination\*? \_\_\_\_\_

What are you doing to cover classes during the time you're away?

Purpose of Trip: (Check all that are relevant.)

Presenting paper at conference/workshop

Presenting a poster

Recruiting students (explain) \_\_\_\_\_

Professional Development (explain) \_\_\_\_\_

Training/Updating (explain) \_\_\_\_\_

Other (explain) \_\_\_\_\_

What is the name of the conference or workshop:

Expected Costs (estimates are fine, and only fill in relevant categories):

Flight \_\_\_\_\_ Transfers (shuttle/taxi/other) \_\_\_\_\_

Mileage if driving \_\_\_\_\_ Hotel \_\_\_\_\_

Conference Fees \_\_\_\_\_

Meals (indicate if you plan to use per diem or receipts) \_\_\_\_\_

TOTAL: \_\_\_\_\_

Sources of funding for travel: \_\_\_\_\_

After traveling, be sure to provide conference/workshop information, including booklet/program information. This is related to travel expense reimbursement rules.

*You must provide receipts with 5 business days of return from travel.*

RIT will reimburse any travel as *taxable income* if your expenses aren't processed within 60 days of return from travel. Expenses submitted after 120 days may be denied!

\*If traveling outside the USA, please complete the College of Liberal Arts International Travel Request Approval Form prior to securing your travel plans.