



Office of the Provost and Vice President for Academic Affairs

Travel Request Form
Instructional Personnel**

Traveler's Name: _____

Title: _____ Department: _____

Years at Hostos Community College/Full Time: _____

Phone # _____ Fax # _____ Email: _____

Purpose of Trip _____

Class Coverage:** Course _____ Sec.: _____ Days/Time: _____

Substitute Name: _____

Itinerary-- Arrivals/Departures

Destination:

Departing from (city/state): _____ (on) Date: _____ (at) Time: _____

Arriving at (city/state): _____ (on)Date: _____ (at) Time: _____

Return Trip:

Departing from (city/state): _____ (on) Date: _____ (at) Time: _____

Arriving at (city/state): _____ (on)Date: _____ (at) Time: _____

Itemized Expenses

No Funds Requested []

Lodging __ days @ \$___/day \$ _____

Meals ___ days @ \$___/day \$ _____

Conference Registration Fees \$ _____

Air/Train transportation \$ _____

Taxis and Local Travel \$ _____

Rental Car \$ _____

Misc Expenses \$ _____

Total Itemized Expenses \$ _____

Funds requested \$ _____

Emergency Contact Information

Name: _____

Street Address: _____

Phone # _____ Other # _____ Email: _____

Signature of Traveler

Date

Authorization

Amount approved & allocated from PSC funding: \$ _____

Department Chairperson (signature): _____ Date: _____

Amount requested from OAA travel fund: \$ _____

Provost/Dean (signature): _____ Date: _____

The three priority areas for funding are listed below. Please select the priority that applies to your request:

- Present at professional conference
- Professional development activity
- Attend professional conference

*****This form is to be used by instructional faculty and staff when traveling on college business during the academic year-- from the first day of classes, Fall Semester to last day of classes, Spring Semester. Winter Intersession is included in this time period. However, this form is not required for travel during the Spring Break unless travel expenses are being requested.***

******Any faculty substitution must be approved by the department chair and the Provost. As per the by-laws, department chairs approve all teaching assignments and in the case of part time employees, approval must come from the Provost.***