**VINCENNES UNIVERSITY**

**PROFESSIONAL DEVELOPMENT TRAVEL REQUEST**

**(Do not put information for anyone but the Applicant’s on this form)**

**Effective as of 11/21/2022**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request permission to travel on behalf of Vincennes University in the manner and for the purpose described below:

Date(s) of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location to be visited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TRAVEL: Personal Auto: Number of miles \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ 49 cents $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If out of State $.49 for the first 500 miles; the next 2,500 miles @ .24.5cents per mile; all mileage over 3,000 is reimbursed at 12.25

cents per mile)

VU Car is being used \_\_\_\_\_\_\_\_\_ (Check if applicable)

**SUBSISTENCE:**

Registration/Membership Costs $ \_\_\_\_\_\_\_\_\_\_\_\_\_ Lodging Costs $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Airline Costs $\_\_\_\_\_\_\_\_\_\_\_\_\_ Parking (Other)$\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Airline Baggage/Parking $\_\_\_\_\_\_\_\_\_\_\_\_\_ Misc (Other)$\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIGURING OF MEAL SUBSISTENCE REIMBURSEMENT**

Meal Allowance

Time left home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Arrived at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time left: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Arrived at home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Same day travel (no overnight stay) There is no breakfast or lunch meal subsistence; if travel begins before 10:00 am and ends after 7:00 pm, the employee may claim reimbursement for $20.00 per diem.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DATE |  |  |  |  |  |  |  |  |
| INSERT MEAL REIMBURSEMENT  AMOUNTS |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| TOTALS |  |  |  |  |  |  |  |  |

**Overnight travel - full day in overnight travel = $38.00 Overnight travel, Day of Departure** – There is no breakfast meal–subsistence in day travel begins

Breakfast $ 8.00 Departure prior to Noon $ 30.00

Lunch $10.00 Departure after Noon $ 20.00

Dinner $20.00

**Overnight travel, Day of Return**

Return before Noon $ 8.00

Return between Noon & 7:00 pm $18.00

Return after 7:00 pm $38.00

**If a meal is furnished gratis to the claimant on University business, then $8.00 should be deducted for breakfast, $10.00 for lunch and $20.00 for the evening meal. This ruling also applies if any meals are included in a registration fee that is paid or reimbursed by the University. If meals are listed as a separate charge, they are not allowable.**

**TOTAL MEAL REIMBURSEMENT** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number to be charged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TOTAL ESTIMATED EXPENSE:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature

**TRAVEL ADVANCES NEED TO BE RECEIVED IN THE ACCOUNTING OFFICE THREE BUSINESS DAYS PRIOR TO DEPARTURE AND WILL BE ESTIMATED AT 80% OF OUT-OF-POCKET COSTS. NO ADVANCES WILL BE WRITTEN FOR TRIPS WITH ESTIMATED COSTS OF LESS THAN $125.00 AND THERE IS A MINIMUM ADVANCE OF $100.00.**

Prepare Travel Request and submit it to your Department Chair attached to a copy of your Professional Development Request.