 | College of Art and Design Travel PRE-Approval Form

**National Portfolio Days** (NPD) and **Graduate Portfolio Days** (GPD)

**Required Steps**

* Faculty complete this form in consultation with, and approval from, their Administrative Chair *(one form per trip)*.
* After acquiring the signature from the Administrative Chair, faculty submit for approval to the Marketing Communications Director, **Kelly Sorensen** [kdspgd@rit.edu](mailto:kdspgd@rit.edu)
* Faculty forwards this signed form to their school’s senior staff assistant prior to trip. During the travel, the faculty member must adhere to the **RIT Travel Policies** and **CAD Travel Guidelines**: <https://www.rit.edu/fa/controller/travel>
* Within **two (2) weeks** of the return, the faculty member submits all travel documents (original receipts, NPD/GPD flyer, etc.) to their school’s senior staff assistant for processing.

# Travel Information

**CLEAR FORM**

Faculty Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CAD Program and School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_ \_ \_ \_ \_\_ **NPD GPD** NPD/GPD City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_ \_ \_ **NPD GPD** NPD/GPD City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_ \_ \_ \_ \_

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Is the destination **tax exempt**? **Yes No**

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*If yes, please take a tax-exempt form with you.*

Check here: <https://www.rit.edu/fa/controller/travel/taxexempt.html>

Departure Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Return Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you miss any classes? **Yes No** *If yes, how will your class be covered?* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# NPD/GPD Budget Estimate

Follow travel policies pertaining to airfare, car rentals, mileage reimbursement for RIT approved business travel summarized [at: https://www.rit.edu/fa/controller/content/travel-policies- procedures-manual.](https://www.rit.edu/fa/controller/content/travel-policies-procedures-manual)

Airfare (use RIT designated agency) $\_\_\_\_\_ \_\_\_\_\_\_\_ Car mileage or car rental $\_\_\_\_\_ \_\_\_\_\_\_\_

Lodging $\_\_\_\_\_ \_\_\_\_\_\_\_

Per diem meals $\_\_\_\_\_ \_\_\_\_\_\_\_ Misc. (taxi, bus, subway, parking, etc.) $\_\_\_\_\_ \_\_\_\_\_\_\_ **Total $\_\_\_\_\_ \_**0.00**\_\_**

# Required Approval

To be signed **BEFORE** making travel arrangements:

# Additional Activities

Will this trip involve **recruitment activities** (i.e. high school visits, etc.) outside of the official NPD or the GPD events?

**Yes No** *If yes, fill out the Recruitment Travel form.*

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**Yes No** Administrative Chair Approval

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Will this trip involve **professional development**?

**Yes No** *If yes, fill out CAD Faculty/Staff Travel form.*

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**Yes No** Administrative Chair Approval

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Will this trip involve **personal days/vacation**?

**Yes No** *If yes, how may personal days will you use?*

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*\_\_\_\_\_* days before NPD/GPD *\_\_\_\_\_* days after NPD/GPD

NPD/GPD PRE-APPROVAL

**Marketing Communications Director’s** signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Recruitment Activities PRE-APPROVAL

**School Director’s** signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be signed **AFTER** travel is completed:

REIMBURSEMENT APPROVAL

**Marketing Communications Director’s** signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expense Distribution Account Number for NPDs and GPDs ONLY: 01.66025.79250.25.00000.00000

Revised 09/28/18