

# R·I·T | College of Art and Design Travel PRE-Approval Form

## Recruitment Travel

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All university travelers must receive approval **prior to making travel arrangements** from their School Director/supervisor.

### Travel Information

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Faculty Name \_\_\_\_\_ Today's Date \_\_\_\_\_

CAD Program and School \_\_\_\_\_

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

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

### Recruitment Information

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Type of Recruitment:  High School  Other \_\_\_\_\_

Destination Name \_\_\_\_\_

Destination Address \_\_\_\_\_

Recruitment Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Destination **tax exempt?**  Yes  No Check here: <https://www.rit.edu/fa/controller/travel/taxexempt.html>

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

### Purpose of Travel

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Have you checked with RIT Admissions Office on recruiting at this destination, or in the surrounding area?  Yes  No

Did you get invited?  Yes  No Contact person: \_\_\_\_\_

*If yes, please attach a copy of the invitation letter or email.*

Will you be compensated by the invitee for travel?  Yes  No *If yes, \_\_\_\_\_% covered by the invitee for travel*

Will you be recruiting for a specific CAD program?  Yes, \_\_\_\_\_  No

Who will you be presenting to at the event?  Administration  Students/Grade Level \_\_\_\_\_

What will you be presenting at the event?  Presentation  Online (CAD Website)  Other \_\_\_\_\_

### Budget Estimate

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Follow travel policies summarized at: <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** \$ \_\_\_\_\_

### Required Approval

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

Recruitment Travel PRE-APPROVAL

School Director/Supervisor's signature \_\_\_\_\_ date \_\_\_\_\_

Expense Distribution Account Number: 01.\_\_\_\_\_.79250.10.00000.00000 (*insert school department*)