

Recruitment Travel | College of Art and Design Travel PRE-Approval Form

Travel Information

Faculty Name _____ Today's Date _____

Program and School _____

Recruitment Information

Type of Recruitment: High School Other _____

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

Destination Name _____

Destination Address _____

Recruitment Activity Date(s) _____ Start Time _____ End Time _____

Destination tax exempt? Yes No Check here: rit.edu/fa/controller/travel/taxexempt.html

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

Purpose of Travel

Have you checked with College Marketing on recruitment 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 or email.

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

Will you be recruiting for a specific College of Art and Design Program? Yes No

If yes, which program? _____

Who will you be presenting to at the event? Administration Students Other _____

What will you be presenting at the event? Presentation Online/website Other _____

Budget Estimate

Follow travel policies summarized at: rit.edu/fa/controller/content/travel-policies-procedures-manual

Airfare (using RIT designated agency) \$ _____

Car mileage or car rental \$ _____

Lodging \$ _____

Per diem meals \$ _____

Misc. (taxi, bus, subway, parking, etc.) \$ _____

Total \$ _____

Required Approval

To be signed BEFORE making travel arrangements

School Director/Supervisor's Signature _____ Date _____