

National Portfolio Days (NPD) and Graduate Portfolio Days (GPD) Travel PRE-Approval Form

Required Steps

- Faculty complete this form in consultation with, and approval from, their School Director (one form per trip).
- After acquiring the signature from the School Director, faculty submit this form for approval to the Marketing Communications Director, Kelly Sorensen kdspgd@rit.edu
- Faculty forward this signed form to their school's senior staff assistant prior to the trip. During the travel, the faculty member must adhere to the RIT Travel Policies and CAD Travel Guidelines: rit.edu/fa/controller/travel
- Within two weeks of returning, the faculty member submits all travel documents (original receipts, NPD/GPD flyer, etc.) for processing through Oracle: myinfo.rit.edu. **Please complete and submit your Travel Expense Report NO LATER than 60 days from the last day of the trip. If submitted after 60 days, the expenses are taxed. If submitted after 120 days, you will not be reimbursed at all.**

Travel Information

Faculty Name _____ Today's Date _____

CAD Program and School _____

NPD GPD NPD/GPD City _____ Event Date _____

NPD GPD NPD/GPD City _____ Event Date _____

Is the destination **tax exempt**? Yes No Check here: rit.edu/fa/controller/travel/taxexempt.html

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

Departure Date _____ Return Date _____

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

NPD/GPD Budget Estimate

Follow travel policies pertaining to airfare, car rentals, mileage reimbursement for RIT approved business travel summarized at: 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 \$ _____

Additional Activities

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

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

Yes No Administrative Chair Approval

Will this trip involve **professional development**?

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

Yes No Administrative Chair Approval

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

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

____ days before NPD/GPD ____ days after NPD/GPD

Required Approval

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

APPROVAL

School Director's signature _____ date _____

REIMBURSEMENT APPROVAL

Marketing Communications Director's signature _____ date _____

Expense Distribution Account Number for NPDs and GPDs ONLY: 01.66025.79250.25.00000.00000