

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

### Travel Information

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

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

### Recruitment Information

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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](http://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 CAD 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

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Follow travel policies summarized at: [rit.edu/fa/controller/content/travel-policies-procedures-manual](http://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 \_\_\_\_\_