

TRAVEL

Hofstra University may reimburse faculty members for travel to places and gatherings at which it is advisable for the University to be represented as an institution. This would include particularly meetings of learned and professional societies or other such meetings.

Interpretation and Applications

D. Expenses

Normally, expenses for scholarly or academic travel, including the travel of administrators to their own disciplinary or professional conventions, may be paid up to 75% of coach fare and up to 75% of expenses for hotel rooms and meals to the current appropriate established maximum per diem. (See 'IV' if automobile mileage is involved.)

II. Travel at the Request of the University

For any travel performed at the request of the University, the same principles outlined in Section "A" shall apply, except that reimbursement will be made for all necessary expenses.

III. Travel Expenses for Candidates Being Interviewed by the University

See Faculty Policy Series #1 entitled, "Faculty Appointment Procedure," item No. V.

IV. For travel by automobile, expenses are to be charged at the current appropriately established rate. This amount does not include tolls which are to be charged separately. Receipts are required.

V. Travel forms for the above are available through Supply Services. Copies of the travel request and expense report forms are on the following pages.

SAMPLE
TRAVEL EXPENSE REPORT

Activity: _____

Expenditures listed are to be supported by vouchers whenever possible.

Date: _____

TOTAL:

Amount Advanced: _____

Expenses:

Automobile Miles: _____

Railroad: _____

Other Travel: _____

Food:

Breakfast: _____

Dinner: _____

Supper: _____

Other: _____

Hotel: _____

Miscellaneous:

Tips: _____

Medical: _____

Total Expenses: _____

Balance Due University: _____

Balance Due: _____

Signed: _____ Approved: _____

H.U. Standard Form 14

SAMPLE

TRAVEL REQUEST

To be filled out in triplicate

Name: _____ Date: _____

Department: _____ Position: _____

Purpose of travel: Include reasons why in the University interest; participation programs

Estimated Cost: _____

Time travel to be performed: From: _____ To: _____

Approval: _____

Immediate Supervisor

Approval for Academic Personnel:

_____ Date: _____

Academic Dean

Approval for Administrative Personnel:

_____ Date: _____

Administrative Head

Funds Obligated: Amount: _____ Date: _____

H.U. Standard Form 15