



DEPARTMENT of WORLD LANGUAGES AND CULTURES

2017-2018 FACULTY TRAVEL REQUEST

For Multiple Requests, Select Priority: 1 2 3

TRAVEL DETAILS

Traveler's Name: Banner ID:

Destination: City State/Province/Country

Will you depart from Wilmington, NC (ILM)? Yes No

Does your trip include any personal days? Yes No

Departure Date: Departure Time:

Return Date: Return Time:

Reason for Travel (check all that apply): Invited Talk Archival Research

Conference (include name):

Other Purpose (specify):

AWARDS & FUNDING (Optional)

Have you received any additional travel funds, grants, or financial support outside WLC? List all below:

Table with 3 columns: Department / Organization, Amount, Is This A Grant Fund? (Yes/No). Includes a TOTAL ADDITIONAL FUNDS row.

EXPENSES ELIGIBLE FOR PAYMENT IN ADVANCE

World Languages can pay for the expenses below in advance (recommended). All other expenses must be reimbursed to the traveler after the trip.

Table with 3 columns: Prepaid Expense, Enter Price Estimate, Do You Wish To Prepay? (Yes/No). Rows include Airfare, Registration, Rental Car, and TOTAL PREPAID-ELIGIBLE EXPENSES.

LODGING

Check-In Date: _____ Check-Out Date: _____ Number of Nights: _____

Rate per night, including tax: _____ Total Estimated Lodging: _____

Why did you choose this hotel? _____

NOTE: Any lodging other than a hotel/motel is considered **third-party lodging** and must receive prior approval by the Office of State and Budget Management. Visit the [Travel for Employees website](#) for details.

TRANSPORTATION

Effective January 1, 2017, mileage will be calculated by dividing the total number of miles by the total number of days during the trip. The first 100 miles per day will be reimbursed at a rate of 53.5 cents per mile. Additional miles will be reimbursed at 17 cents per mile. Estimate below will calculate automatically.

Enter Total Miles Roundtrip (Mapquest): _____

Enter Total Duration of Your Trip in Days: _____

Total Estimated Mileage:

Enter your estimated costs for the following expenses:

Taxi, Shuttle, Bus, Train, Metro: _____

Airport Parking: _____

Other: _____

Total Estimated Ground Transportation:

MEALS PER DIEM

Are any meals provided by your hotel or conference? No Yes (will not be reimbursed)

Enter the number of meals for which you should receive reimbursement:

	In-State Rate	Number of Meals Claimed	Out-of-State Rate	Number of Meals Claimed
Breakfast				
Lunch				
Dinner				
Total Estimated Per Diem				

TOTAL TRAVEL ESTIMATE:

I have read and agree to the [departmental policies of World Languages and Cultures](#) regarding faculty travel.

Due to Olivia by Thursday, August 31, 2017. Notifications of funding approvals typically go out one week later.