

**WABASH COLLEGE PROFESSIONAL MEETING TRAVEL EXPENSE PRE-APPROVAL**

Refer to pages 39–41 of the 2017–2018 Faculty Handbook.  
Submit a printed version of this form to the Dean of the College’s office.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Destination (city, state/country): \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Date departure: \_\_\_\_\_ Time departure: \_\_\_\_\_

Date return: \_\_\_\_\_ Time return: \_\_\_\_\_

Number of days to nearest quarter of a day: \_\_\_\_\_

Mileage: \_\_\_\_\_ x 54.5 cents/mile \$ \_\_\_\_\_  
From/to Crawfordsville–Indianapolis airport=100 miles = \$54.50

Flight \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

Ground transportation \$ \_\_\_\_\_

Registration \$ \_\_\_\_\_

Hotel, Food \$ \_\_\_\_\_

*(Per diem for hotel/food is based on federal guidelines w/\$150 minimum per diem and 5-day maximum; international prof. travel per diem is \$250)  
See: www.gsa.gov/portal/category/21287*

TOTAL ESTIMATED EXPENSES \$ \_\_\_\_\_

Note: P-cards are not to be used by faculty and associated faculty to pay for conference expenses or conference travel (out-of-pocket expenses) that are to be reimbursed from the Dean of the College professional travel or faculty development funds.

Traveler’s signature: \_\_\_\_\_

Dean of the College’s Office signature: \_\_\_\_\_

Dean’s Office notes—Per diem for conf. location (hotel) \_\_\_\_\_ (food) \_\_\_\_\_

Pre-trip reimbursement(s) \_\_\_\_\_

**WABASH COLLEGE PROFESSIONAL MEETING TRAVEL EXPENSE REPORT**

Refer to pages 39–41 of the 2017–2018 Faculty Handbook. **For reimbursement, ALL receipts must accompany a printed version of this report. Write your name and the expense category (food, parking) at the bottom of each receipt.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Destination (city, state/country): \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Date departure: \_\_\_\_\_ Time departure: \_\_\_\_\_

Date return: \_\_\_\_\_ Time return: \_\_\_\_\_

Number of days to nearest qtr. day: \_\_\_\_\_

Mileage: \_\_\_\_\_ x 54.5 cents/mile \$ \_\_\_\_\_  
From/to Crawfordsville–Indianapolis airport=100 miles = \$54.50

Flight \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

Ground transportation \$ \_\_\_\_\_

Registration \$ \_\_\_\_\_

**\*Reimbursement will be the lesser of these: actual or per diem (hotel, food).**

\*Actual expenses–Hotel, Food (receipts) \$ \_\_\_\_\_

**OR**

\*Per diem–Hotel, Food (per diem \$ \_\_\_\_\_) \$ \_\_\_\_\_

*(Per diem (hotel, food) is based on federal guidelines w/\$150 minimum per diem and 5-day maximum; international prof. travel per diem is \$250)  
See: www.gsa.gov/portal/category/21287*

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Total expenses \$ \_\_\_\_\_

AMOUNT TO BE REIMBURSED \$ \_\_\_\_\_

Note: P-cards are not to be used by faculty and associated faculty to pay for conference expenses or conference travel (out-of-pocket expenses) that are to be reimbursed from the Dean of the College professional travel or faculty development funds.

Traveler’s signature: \_\_\_\_\_

Home address: \_\_\_\_\_

Dean of the College’s Office signature: \_\_\_\_\_

Account number: \_\_\_\_\_