

**SCHOOL OF MUSIC**  
***Faculty***  
**INTERNAL TRAVEL NOTIFICATION FORM**

Requested by: \_\_\_\_\_

Domestic

Foreign

For the purpose of: \_\_\_\_\_

Duration of Trip: From: \_\_\_\_\_

To: \_\_\_\_\_

Destination of Trip: \_\_\_\_\_

**Method of Travel**

Bus

Plane

Train

Personal car

Rental car

Other

**Estimated Cost**

	<b>Amount</b>
Transportation	
Lodging	
Meals (see chart-Actual amount determined upon trip completion)	
Other Expenses (explain below)	
<b>Estimated Total Cost</b>	

\*Explain: \_\_\_\_\_

**Source of Funds**

Dean Travel Award

Provost Grant

Other \_\_\_\_\_

Please provide details of funding provided by or compensation received from an external party: \_\_\_\_\_

**Domestic Per Diem Rates effective July 1, 2019** (if travel is international, see Business Office for Per Diem Rates - )

Time of Departure	Time of Arrival		In-State	Out-of-State
Before 6:30 am	After 11:00 am	Breakfast	\$ 8.00	\$ 10.00
Before 11:00 am	After 1:30 pm	Lunch	\$ 10.00	\$ 15.00
Before 5:15 pm	After 8:30 pm	Dinner	\$ 17.00	\$ 25.00

**Important Information and Requirements:**

1. If traveling by personal vehicle for more than **500 miles one way**, a flight comparison (of at least 2 weeks prior to travel) and justification must be completed **BEFORE** travel occurs.
2. If meals are provided as any part of the the travel/conference, per diem cannot be claimed for that meal.
3. If airfare is direct billed through travel agency, provide Business Office with documentation of flight cost/itinerary
4. For Reimbursement: Be sure to **TAPE** all receipts to a piece of paper.
5. For Reimbursement: Please indicate departure and arrival times so actual per diem amounts can be determined.