

## Travel Reimbursement\* for English Faculty

### Forms You Will Need:

To fund your travel expenses and have your trip sanctioned by NMU, fill out the following (use a calculator!):

- Everyone: *Authorization for Travel*  
*Updates to University Travel Policy*
- Full Time Faculty\*\*:  
*Request for Supplemental Travel Funds for Faculty*  
*Department of English Travel Report* (Filled upon return.)
- Graduate Assistants: *Special Project Funding Request Form*  
*Student Travel Fund Policy/Application for Student Travel Funds*

### Additional Materials Required for Fund Consideration:

1. University-funded prepaid airline tickets are only available through Holiday Travel of Marquette. *You must file the above forms prior to receiving your Purchase Order (PO).* Your PO number is valid for 24 hours.
2. Proof of attendance such as: conference registration receipts, food receipts, hotel receipts, conference programs (especially those that name you as having a role as presenter or moderator), and airline documentation.
3. To request mileage, supply a detailed, printed map (MapQuest is acceptable) detailing the distance you will travel.

### Prepare and Deliver Forms:

1. Deliver forms to the Head Secretary. The Head Secretary fills out the *Accounts Distribution* section of the *Authorization for Travel* form.
2. Once expenditures are approved, retain pink copy of the *Authorization for Travel* form until your return from travel.
3. Attach receipts of your expenses to the pink copy. *All receipts must be converted to US currency.*
4. Return this packet to the Head Secretary. The gold copy is your receipt to keep.
5. Submit *Department of English Travel Report* to the Head Secretary.

For additional questions or concerns, please address the Head Secretary.

\* Funds are available from July 1-June 30. Fill out the above forms immediately once you know that you need to apply for funding.

\*\* Full-time faculty includes Adjuncts