

## Travel funded by the Office of the Provost

When a faculty member is advised that the Office of the Provost will pay for a particular trip, the following steps should be taken:

Contact Enrico Johnson at [erjohnson@geneseo.edu](mailto:erjohnson@geneseo.edu) or by calling 245-5531 to ask what type of account the funding will be coming from (state or CAS funds). Based on his answer, please have the department secretary assist with the steps below:

### **STATE TRAVEL**

For detailed state travel guidelines, please refer to the Travel Department website at <http://www.geneseo.edu/travel/links>.

1. Complete all of the travel arrangements as you would for any other state-funded trip. Send completed travel paperwork to the Office of the Provost for an account number and signature. Please indicate on the paperwork that it is a “Provost-funded trip.”

#### ***Paperwork should consist of the following:***

- Travel Requisition
- Copy of flight information from the state travel agency
- Registration confirmation with itemized breakdown of fee\*
- Draft agenda for event
- Documentation showing financial support from Office of the Provost (usually an email)

*\*If the trip involves a registration fee that must be paid with the procurement card, please use your department procurement card and include a note that Enrico will need to make an allocation transfer.*

2. Once the trip is over, complete the travel voucher and mileage form and attach any necessary original receipts. The traveler must sign the voucher and then send to the Office of the Provost for signature.

## **CAS TRAVEL**

1. For liability purposes, a state travel requisition should still be completed. Indicate “no charges” under the total \$ amount.
2. Any travel that will be reimbursed through CAS funds must be paid for in advance by the traveler.
3. All state guidelines set forth for travel should be followed, including per diem amounts for hotels. However, travelers can make flight arrangements through whomever they wish; use of the state travel agency is not required.
4. Upon completion of the trip, please fill out a “CAS Reimbursement Form” located on the Provost’s website and attach all necessary receipts.
5. Send all necessary paperwork to the Office of the Provost. Reimbursement checks are processed on a bi-weekly basis.