**Requesting and Receiving Travel Funds**

**Request for Academy Funds**

1. Applications are allowed and encouraged as soon as you have the necessary information.
2. Applications must be submitted a minimum of 30 days before travel. Please apply as early as you are able. The application is a Microsoft Form and it does not allow you to save a draft. We suggest you copy and paste all of the questions from the application to a Word document in order to gather all of the information you need before you submit the application.
3. You are encouraged to secure the approval of your immediate supervisor prior to submitting your request.  Failure to do so could reduce the likelihood that you can be reimbursed for travel expenses.
4. Please note: per board policies, the committee may only approve a total of $2,000 per request. Amounts over $2,000 dollars require board approval.
5. Please note that all international travel must have approval, in writing, from the President of the college.

**Request for Travel Authorization through PeopleSoft**

The Academy for Teaching and Learning (ATL) has created a [Travel Process](https://training.fscj.edu/resources/atl/faculty-travel-process) webpage for guidance.

The Academy members will also be happy to help faculty complete these documents if they need assistance. Contact us through the Academy email: [Academy@fscj.edu](mailto:Academy@fscj.edu).

Faculty may also visit a campus Faculty Resource Center and receive help from one of our Faculty Development Specialists.

**Please note: *The Academy is not responsible for denials at any stage of the process for failure to follow travel APM, Board Guidelines, and Finance department expectations.***

* 1. After learning that your application has been approved, you must create and [submit a travel authorization](https://training.fscj.edu/resources/atl/faculty-travel-process#video) in PeopleSoft **BEFORE** you actually travel (the further in advance, the better). Important: Even if originally approved for funds, your travel request will be denied if you do not get your travel request authorized before travel. Thus, we strongly encourage you to submit your application as soon as possible to address any necessary changes early in the process. You will not be reimbursed for items not listed in the request for travel authorization. You will also need to change the budget information for each item from your department budget to the Academy budget.
  2. Items you will need when requesting travel authorization:
  + A copy of your approved and signed application form.
  + A copy of the agenda for the activity that includes all meals covered at the event (for example, a conference lunch banquet).
  + An itemized list of all expenses, organized by days.
  + Documentation for each expense that has been approved. If you are receiving partial funding, you should submit the authorization request for items for which you will be reimbursed.  These may include:
  + Hotel receipt/invoice/webpage printout of daily room charges
  + Documentation of airfare (if applicable - also note that you will need a “ticket number: when you submit your expense report after traveling
  + A “MapQuest” with mileage that you expect to incur
  + Documentation associated with registration expenses
  + Per diem meal expenses (for meals not covered at the event)
  + Documentation for additional expenses such as ground transportation, parking and luggage fees
  1. All applicants will receive approval or reasons for denial from Human Resources within 15 days of application.

**After travel, submit an expense report:**

Submit an expense report through People Soft within one week of return. You must include all receipts as appropriate for documentation. This report must be linked to the approved travel request. Failure to do so will result in the inability to refund your expenses.

1. Be sure to review [FSCJ Board Rule 6Hx7-4.23, Travel and Per Diem](https://fscjapm.blob.core.windows.net/apm/04-1001.pdf): before submitting your application.