

# FACULTY/STAFF PROFESSIONAL DEVELOPMENT FUNDS REQUEST

## UNIVERSITY OF MEMPHIS, UNIVERSITY LIBRARIES, FY 2011-2012 RATES

See the U of M Policy UM1309/Rev4 – University Travel (<http://policies.memphis.edu/UM1309.htm>), or call Accounting at 2271 with any travel related questions.) **Request must be submitted for committee review at least 2 weeks prior to the registration deadline or 2 weeks prior to the event, whichever is earliest.**

Requestor's Name \_\_\_\_\_ DEPT \_\_\_\_\_ Application date \_\_\_\_\_ Ext. \_\_\_\_\_  
 (Please print or type)

Event Description – Give a brief description and attach fliers/brochure: \_\_\_\_\_

How does this event relate to your job responsibilities? \_\_\_\_\_

Status: Faculty \_\_\_ Staff \_\_\_ Organization member: Yes \_\_\_ No \_\_\_

Committee member/officer/participant on program: Yes \_\_\_ No \_\_\_ Give explanation: \_\_\_\_\_

Date of Event \_\_\_\_\_ Departure date \_\_\_\_\_ Return date \_\_\_\_\_

Place of Event (include city/state): \_\_\_\_\_ Professional leave requested: \_\_\_ Hours \_\_\_ Days

Funding level: I \_\_\_ II \_\_\_ III \_\_\_ [Level I: org. officer, comm. mbr., prog. participant (In /Out State: fee=full; travel=full; lodge=full; meals=50%, if funds available); Level II: org. mbr. (considered individually per guidelines); Level III: org. non-mbr. (considered individually per guidelines)]

Fees: (Registration, etc. The Library will not cover late fees if deadlines are missed.) Please specify: \_\_\_\_\_ \$ \_\_\_\_\_

**Transportation:**

- \_\_\_ Airline fare, round-trip, tourist (For reimbursement must submit original passenger receipt) . . . . . \$ \_\_\_\_\_
- \_\_\_ Parking fees (Airport/hotel), Limo/Taxi, Subway, Metrorail, Tolls & Ferries, Shuttle (receipt preferred but not required) . . . . . \$ \_\_\_\_\_
- \_\_\_ Other (rental car or train; round trip; must submit original receipt). . . . . \$ \_\_\_\_\_
- \_\_\_ Library Van (no mileage reimbursement). . . . . \$ \_\_\_\_\_
- \_\_\_ Automobile: round trip mileage \_\_\_\_\_ x \$0.47 per mile. . . . . \$ \_\_\_\_\_

Single: \_\_\_ Shared: Driver \_\_\_ Passenger \_\_\_ (with whom: \_\_\_\_\_)

**Lodging:**

**In-State:** CONUS rates do not apply.

Level I (\$110 + tax) - Davidson Co. (Nashville);

Level II (\$96 + tax) - Anderson County, Gatlinburg, Hamilton Co. (Chattanooga), Knox Co. (Knoxville), Shelby Co. (Memphis), Pigeon Forge, Sullivan Co. (Bristol and Kingsport), Williamson Co. (Franklin), Montgomery County, Putnam County, Rutherford County, & Washington County (Fall Creek Falls, Henry Horton, Mont. Bell, Natchez Trace, Paris Landing & Pickwick State Parks)

Level III (\$77 + tax) – All other counties and cities not listed above

Conference hotel (actual cost + tax) - Requires convention brochure or conf. hotel reservation form listing rate with claim

**Out-of-State:** Use CONUS rates found on web at : [www.gsa.gov](http://www.gsa.gov) (Select per diem rates.)

Locations listed in CONUS (Attach copy of web page. Note: taxes are given separately). . . . . = CONUS + tax

All locations not listed in CONUS: Standard CONUS rate. . . . . = \$60.00 + tax

Conference hotel (requires convention brochure or conf. hotel reservation form listing rate with claim). . . . . = actual cost + tax

**International:** Standard international lodging (all locations). . . . . = actual cost

Lodging: ( \_\_\_\_\_ days x \$ \_\_\_\_\_ ) + \$ \_\_\_\_\_ tax. . . . . \$ \_\_\_\_\_

**Meals & Incidentals: ALLOWED ONLY WHEN OVERNIGHT TRAVEL IS INVOLVED**

**In-State:** No CONUS rates (Level I=same as above; Level II=same as above, except Anderson Co. & Gatlinburg; Level III=same as above)

Full day, Level I=\$66.00; Level II =46.00; Level III=\$46; Departure/return days, Level I=\$49.50; Level II=\$34.50; Level III=\$34.50

**Out-of-State:** Use CONUS rates on web at [www.gsa.gov](http://www.gsa.gov) (Select per diem rates)

Locations listed in CONUS (Attach copy of web page. Note: taxes are given separately):

Full day =CONUS rates; Departure/return days =CONUS Rates (75% of daily rate)

Locations NOT listed in CONUS: Full day =\$46.00; Departure/return days =\$34.50

**International:** All locations, Departure/return days=75% of actual expense or \$53.25; Full day=Actual expense or \$71 per day

Meals: ( \$ \_\_\_\_\_ x 2 [departure & return] ) + ( \_\_\_\_\_ full day(s) x \$ \_\_\_\_\_ ). . . . . \$ \_\_\_\_\_

Total Expenses: \$ \_\_\_\_\_  
 Less honorarium amount: \$ \_\_\_\_\_

Signature of Requestor \_\_\_\_\_ Date: \_\_\_\_\_ Total of Request (rounded to nearest dollar): \$ \_\_\_\_\_

Department Head's Statement (please consider scheduling/staffing adjustments as well as relevancy of event): \_\_\_\_\_

Dept. Head's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Committee's comments: \_\_\_\_\_

Chair's signature: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Funded \$ \_\_\_\_\_

Dean's Action: \_\_\_ Approved \_\_\_ Denied Dean's Comments: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit to appropriate Professional Development Committee (original & two copies). (rev. 8/11)