

Off Campus Travel Fee

Definition: Off Campus Travel Fees are used to cover expenses associated with **INSTRUCTOR** travel to an off campus location to deliver instruction in a face-to-face format. The fee is incurred as a flat fee per course. The fee must include a justification that is subject to the approval by the Office of the Provost and the department chairperson and dean. This form should only be used to add or increase fees.

Instructions:

1. Complete the form and obtain the signature of the department chairperson and dean.
2. Return the form to the Office of the Provost for approval.
3. Student Business Services will email a confirmation to the department when it has been entered in the system.
4. If your request is not approved, the form will be returned to the department chairperson.

FEE INFORMATION:

1. Fee Description (24 character limit):
2. Course/Section Number(s)
3. Semester:
4. Requested Fee Amount (*total cost divided by total number of students*)
5. Justification narrative (attach additional documentation if necessary):
 - a) Describe the method of delivery. (Why is this travel necessary)
 - b) How many trips will be made?
 - c) What is the mode of transportation?
 - d) (Number of trips made or miles traveled) _____ * _____ (state rate for mode of transportation) = _____ (Total cost of travel)
 - e) Number of Students that will benefit from instruction:

BUDGET INFORMATION (Where the funds from this fee are deposited)

Department Name: _____

Account Number: _____

Account number must be provided for fee set up. Incomplete form will be returned to department chairperson.

Account Manager: _____

Department Chair (signature)

Date

Department Chair E-mail

Dean (signature)

Date

Provost (signature)

Date