

THE CENTER FOR TEACHING AND LEARNING
TRAVEL INFORMATION SHEET
(REQUIRED FOR REQUISITION ENTRY—THE GRAND TOTAL OF EXPENSES
MUST NOT EXCEED THE AMOUNT OF YOUR AWARD)

Name _____ Department _____

Office # _____ Cell # _____

Point of Contact _____ Telephone # _____

Which of the following would you like to use your approved \$ amount toward?

Please select method of payment by adding a check mark next to your choice.

Registration: Method of Payment _____ Amount \$ _____
_____ CTL to purchase _____ Reimburse upon return

Lodging: Method of Payment _____ Amount \$ _____
_____ Reimburse upon return

Transportation: Method of Transportation _____ Amount \$ _____
_____ *Airline _____ Amtrak Train
_____ State Vehicle (Enterprise) _____ Personal Vehicle
_____ Reimburse upon return _____ CTL to purchase (This option is for airfare only)

***Traveler must call Covington International Travel (757) 591-8500 to book reservation if the ticket is being purchased in advance through an NSU purchase order. Please provide the Center for Teaching and Learning with the following information:**

Airline _____ Return date _____
Departure date _____ Flight # and return time _____
Flight# and time _____ Flight Confirmation # _____
Amount quoted at time of reservation \$ _____

***Airfare subject to increase within (24 hrs.)**

Meals: _____ Reimburse upon return Amount \$ _____

***per diem varies state to state (please check State Travel Regulations and Guide for this information or the Federal GSA Per Diem Calculator [Federal GSA Per Diem Calculator](#))**

Other: _____ Amount \$ _____

Signature of Traveler _____ **Date** _____

Please Note:

- NSU faculty travelers are responsible for registration confirmation, making hotel and airline reservations, and providing the Center for Teaching and Learning a copy of the reservation/confirmation.
- Traveler is responsible for contacting the Center for Teaching and Learning of any changes that may affect his or her reimbursement or payment to a vendor.
- To avoid costly airfares, 14-day advanced reservations are advised.
- Please complete a Travel Reimbursement and Report on Travel upon return of your trip and send to the Center for Teaching and Learning for processing within (5) days.

Please email this form with supporting documents to ctl@nsu.edu