

| ✓ = Item Completed | <b>Faculty Development Check List</b>  |
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|                    | Upon Notification of Faculty Development Award please complete and sign <b>Acceptance Form</b> with your Department Chairperson  |
|                    | Return completed form to Bradley Reed (Vice Chair, Faculty Development Committee)  |
|                    | Complete and submit the <b>Travel Authorization Form*</b>  |
|                    | <b>Travel Reservations</b>   |
|                    | If traveling by car, immediately reserve a State Vehicle and a state gas card if needed. Your department secretary can assist you. If no state vehicle is available, log your odometer reading before you leave for your destination and when you return. Current mileage rates are available at:<br><a href="http://www.state.wv.us/admin/purchase/travel/mileage.html">http://www.state.wv.us/admin/purchase/travel/mileage.html</a> |
|                    | Will you need a hotel room? (If "no" go on to the next step.)  |
|                    | If "yes", you can use a personal credit card and make the reservation at any time. If you want the department secretary to make the reservation - you have to wait until no more than 30 days to the first night of your stay. Please note: anything extra - movies, meals, etc. will be your financial responsibility at check out.   |
|                    | <b><u>If you have any questions or concerns, please contact Mandy Wiant at ext. 6186.</u></b>  |
|                    | Complete <b>Faculty Report of Absence or Request to be Absent*</b> and arrange coverage for your classes one week prior to departure.  |
|                    | See Mandy Wiant in the Business/Finance Office in order to have your tax exempt form ready. (Exempt from all WV State taxes on motel/hotel rooms)  |
|                    | The last working day before departure, make sure you have your tax exempt form and verify your hotel reservation.  |
|                    | On the day of departure - Pick up State Vehicle and Gasoline Credit Card.  |
|                    | Check to see if tank is full in vehicle. If it is not, fill tank. <b>(Note on this receipt that the vehicle was not full at time of pick-up.)</b>  |
|                    | Keep all receipts during your trip (hotel, fuel (if driving state vehicle), meals, etc.). You <b><u>cannot</u></b> be reimbursed for food on a one day trip.   |
|                    | Return the State Vehicle and Gasoline Credit Card to the physical plant.   |
|                    | Make sure vehicle is full of fuel before turning it in.  |
|                    | Make copies of all vehicle related receipts for you and your department records.   |
|                    | Within ONE MONTH of your return, complete your <b>Travel Expense Account Settlement*</b> Form and attach receipts. Keep a copy of all paperwork for your records. Turn in originals to Dr. Peek's office along with a short report on your trip.   |

**\* These forms are on the GSC web site. Go to Faculty & Staff - Critical Info and Forms**

**Final checklist of requirements for reimbursement:**

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|--------------------|--|
|                    | Copy of the Travel Authorization Form  |
|                    | Travel Expense Summary/Settlement Form   |
|                    | Airfare  |
|                    | Passenger Coupon or  |
|                    | Certified Copy of the Commercial Airline Ticket  |
|                    | Electronic Ticket  |
|                    | Car Rental   |
|                    | Itemized Receipt   |
|                    | Lodging  |
|                    | Hotel/Motel Itemized Statement, Invoice, or Folio  |
|                    | Registration Fee   |
|                    | Itemized Receipt   |
|                    | Meals  |
|                    | No Documentation Required. Per diem rates are available at:<br><a href="http://www.gsa.gov/portal/category/21287">http://www.gsa.gov/portal/category/21287</a> |
|                    | Other  |
|                    |  |