

**Northwestern Michigan College
CIE Travel/Professional Development Request**

You will need to make a copy of this form. Go to "File" and click "Make a copy."

Employee Name		Today's Date:	
Employee ID:		Department/ Academic Area	

Professional Development Activity

Requests for travel should be submitted a minimum of two weeks before travel.

Title:			
Location:			
Start Date:		End Date:	

Applicant's Purpose/Outcome

Enter the purpose and outcomes for the activity. A conference agenda is required or provide link to the conference

This space expands as you type.

Estimated Expenses

Review [Travel Procedures](#) for allowable expenses.

Expense Type	Estimated Amount
Registration Fee(s): Conference fees	
Transportation: Airfare, rental car, etc. If you are traveling by car, you will be reimbursed for the lesser of these two options: your own vehicle with a mileage rate of \$0.65 per mile or rental car equivalent of \$55/day plus \$0.10 per mile ,	
Lodging: remember to include taxes in your estimate	
Meals: Calculate your per diem at www.gsa.gov or see per diem amounts at https://employees.nmc.edu/forms/finance-administration/index.html	
Other Associated Costs: Parking, baggage fees, incidentals, etc.	
TOTAL	

To be completed by Academic Chair/Office Manager:

FOAPAL (use multiple lines if more than one FOAPAL will be used	Amount

Employee signature

Supervisor signature and date

Requisition #/PO #	
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Routing Instructions

- 1) Complete form and submit electronically to your Academic Chair for approval.
- 2) Academic Chair will forward to Academic Office Manager for Banner requisition submission to obtain electronic approvals from the CIE Director.
- 3) Following your Travel/Professional Development event, please complete a Travel Expense Voucher to be reimbursed for meals and other travel expenses for which personal funds were used. The Travel Voucher may be found at <https://employees.nmc.edu/forms/finance-administration/index.html>

Revised July 2022