



# Faculty/Staff Professional Development and Travel Request/Outcomes Form

When Penn State funds are requested, this form must be submitted as soon as possible, but at the latest two weeks prior to the first day of travel. The purpose of this form is to request, and receive, approval for funding prior to making any plans. Funding appropriations, travel approvals, and expenditures are governed by Penn State Wilkes-Barre and University guidelines.

## General Information

Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_

Penn State ID # \_\_\_\_\_

Proposed Business Travel Dates Begin: \_\_\_\_\_ End: \_\_\_\_\_

Destination (city/state/country) \_\_\_\_\_

Proposed Personal Travel Dates Begin: \_\_\_\_\_ End: \_\_\_\_\_

## Purpose of Professional Development and/or Travel

Description (list event title, attach agenda, document your purpose, etc.):

Making a presentation? Yes No If yes, title: \_\_\_\_\_

Giving a speech? Yes No If yes, title: \_\_\_\_\_

### Expected Outcomes:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Estimated Costs

### Transportation Costs

Plane \$ \_\_\_\_\_

Train \$ \_\_\_\_\_

Bus \$ \_\_\_\_\_

Shuttle/Taxi \$ \_\_\_\_\_

Campus Fleet Vehicle\* Yes No \$ TBD

Rental Vehicle\* \$ \_\_\_\_\_

Personal Vehicle\* \_\_\_\_\_ miles @ \_\_\_\_\_ \$/mile = \$ \_\_\_\_\_

Other (specify) \_\_\_\_\_ \$ \_\_\_\_\_

### Other Expenses

Registration \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Meals (per diem) \$ \_\_\_\_\_

Meals (actual) \$ \_\_\_\_\_

Other (specify) \_\_\_\_\_ \$ \_\_\_\_\_

Other (specify) \_\_\_\_\_ \$ \_\_\_\_\_

Total Estimated Costs \$ \_\_\_\_\_

**Proposed Funding Source(s) (faculty/staff to provide)**

Budget Name	SIMBA Business Area	SIMBA Cost Center	Amount Requested	Amount Approved (office use only)

If using a PCard, specify holder(s) name(s): \_\_\_\_\_

\_\_\_\_\_  
**Faculty/Staff Signature**

\_\_\_\_\_  
**Date**

**Approvals**

\_\_\_\_\_  
**Chancellor/Chief Academic Officer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Associate Chief Academic Officer**

\_\_\_\_\_  
**Date**

**Note:** *Approvals must be secured prior to booking travel or spending funds.*

\_\_\_\_\_  
**Department Head**

\_\_\_\_\_  
**Date**

**Actual Outcomes**

**Note:** *Actual outcomes must be submitted within 30 days after activities are completed.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Helpful Information**

- Refer to additional guidance under the Travel section of the [campus Faculty and Staff web page](#).
- PCard use simplifies and speeds up the reimbursement process.
- Receipts must be submitted as soon as your professional development activity and/or travel is complete.
- If traveling with others (friends, family, etc.) who are not eligible to receive Penn State funding, their meals and other expenses should not be charged to a PCard and should appear on separate receipts.
- Any alcohol purchased should always be paid for separately by you. No alcohol should be listed on any receipts submitted to Penn State for reimbursement.
- Be sure to first research your travel options at [Anthony Travel](#), the official travel partner for Penn State. If you do not use Anthony Travel for airfare, proof must be provided that prices were lower elsewhere. (Phone: 814-258-6111; Email: [pennstate@anthonytravel.com](mailto:pennstate@anthonytravel.com))

\* Refer to [Cost-Saving Measures for Travel by Car](#)