

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 _____

Penn State ID # _____ Department _____

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* _____ mi. @ \$ _____ /mi. = \$ _____

Other (specify) _____ \$ _____

Other Expenses

Registration \$ _____

Lodging \$ _____

Meals (per diem) \$ _____

Meals (actual) \$ _____

Other (specify) _____ \$ _____

Other (specify) _____ \$ _____

Total Transportation Costs:

Total Other Expenses: _____

Grand Total Estimated Expenses: _____

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

Budget Name	SIMBA Business Area	SIMBA Cost Center or Internal Order	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)

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