TITLE III
Strengthening University Mission

FACULTY DEVELOPMENT TRAVEL QUICK SHEET

TITLE III-FUNDED TRAVEL

TRAVEL PERIOD	REQUEST CUTOFF	TITLE III DEADLINE
Oct. 1 - Sept. 30	June 30	20 business days

IMPORTANT: Fisk University's general travel process requires 10 business days; Title III-funded travel requires 20 business days.

MAXIMUM TITLE III SUPPORT: $2,500 PER TRAVELER

Includes registration, airfare, hotel, baggage fees, Uber/rideshare/ground transportation, and meals. The total may not exceed $2,500.

PRE-TRAVEL: WHAT TO SUBMIT

1. Complete both forms

- University Travel Authorization Request Form (TARF)
- Title III Professional Development Request Form

2. Attach supporting documentation, as applicable

- Hotel confirmation/proposed hotel information + GSA lodging rate
- Hotel Credit Card Authorization Form + hotel email address or fax number where the completed authorization should be sent
- GSA M&IE rate for destination
- Flight information/screenshot
- Conference registration screenshot + link
- Conference program/agenda
- If driving: map showing mileage + applicable mileage rate

3. Obtain required approvals

Department Chair/Supervisor -> Provost/Authorized Academic Official -> Title III

4. Submit the COMPLETE packet to Title III at least 20 business days before travel.

An incomplete packet is not considered submitted. The 20-business-day period begins when all required forms, documentation, and approvals are received.

JUNE 30 CUTOFF

All new Title III travel requests must be submitted by June 30. Approved trips may still occur July 1-September 30.

TITLE III TRAVEL RULES

NOT ALLOWABLE / NOT REIMBURSED

X Rental cars
X Gas for a personal vehicle
X Airport parking
X Travel for the purpose of presenting at a conference
X Unauthorized/personal expenses
X Traveler-prepaid airfare/hotel/registration when University payment is required

ALLOWABLE WHEN APPROVED

✓ Conference registration
✓ Airfare
✓ Hotel/lodging
✓ Individual meals at applicable GSA M&IE rate
✓ Personal-vehicle mileage
✓ Approved baggage fees and ground transportation
✓ Other approved allowable expenses

FACULTY DEVELOPMENT TRAVEL QUICK SHEET

ELIGIBILITY & LIMITATIONS

WHAT ACTIVITIES ARE ELIGIBLE?

Title III Faculty Development funds may support attendance at a professional conference, meeting, workshop, or training that is directly related to the faculty member's discipline, teaching responsibilities, or professional role and supports the approved Title III activity.

Priority is given to professional development that:

- Strengthens the institution and provides a clear benefit to Fisk University.
- Addresses an identified institutional or academic need.
- Supports the objectives of the approved Title III activity and Fisk University's institutional priorities.
- Provides knowledge, skills, or resources that can be shared or implemented upon the faculty member's

WHAT ACTIVITIES ARE INELIGIBLE?

- Travel primarily for the purpose of presenting at a conference or meeting.
- General skills training that is not directly connected to the approved Title III activity.
- Conferences, workshops, or professional development travel outside of the United States.
- Pursuing an advanced degree.
- Professional certification or licensure fees, including annual certification/license renewal fees.
- Stand-alone membership fees for associations, organizations, or clubs. Membership included as part of an approved registration/training fee may be considered.
- Books, subscriptions, supplies, or other materials not included in the approved registration/training fee.
- Activities that do not demonstrate a direct benefit to Fisk University or the approved Title III

ADDITIONAL FISK TITLE III LIMITATIONS

- Only full-time faculty are eligible for Faculty Development travel funding.
- Faculty Development Travel is limited to one Title III-funded trip per faculty member per grant year (October 1-September 30).
- Maximum Title III support is $2,500 per traveler, inclusive of registration, airfare, hotel, baggage fees, allowable ground transportation/rideshare, and meals. The $2,500 maximum cannot be exceeded because funding is limited.
- Travel requests must be submitted to the Title III Office at least 20 business days before travel. All new July-September travel requests must be submitted by June 30.
- Presidents, Vice Presidents, Provosts, and Deans are not eligible for Title III Faculty Development funding.
- Title III administrative staff travel must be related to Title III grant administration.
- Funding is limited and approval is not guaranteed. Requests are reviewed for allowability, availability of funds, alignment with the approved Title III activity, and institutional benefit.

IMPORTANT: Approval is contingent upon availability of Title III funds and completion of all required documentation.

Title III requirements may be more restrictive than the University's general travel policy.

POST-TRAVEL: RECONCILIATION & REIMBURSEMENT

Submit the Travel Expense Reconciliation Report (TERR) after returning from travel. The TERR must include the required traveler, supervisor, and Title III approvals when Title III funds are used.

INDIVIDUAL MEALS — NO RECEIPTS REQUIRED

Travelers pay for individual meals out of pocket and are reimbursed using the applicable GSA M&IE rate, less meals provided by the conference, event, hotel, or other travel activity. Reimbursement is based on the allowable rate, not the amount actually spent.

Official GSA Per Diem Rates: www.gsa.gov/perdiem

PERSONAL VEHICLE — MILEAGE, NOT GAS

For approved personal-vehicle travel, reimbursement is based on the applicable mileage rate. Gas receipts are not reimbursed for use of a personal vehicle.

Official GSA Mileage Rates: www.gsa.gov/mileage

P-CARD — ITEMIZED RECEIPT REQUIRED FOR EVERY TRANSACTION

- Submit a clear digital itemized receipt for every P-Card transaction.
- Individual meals and rideshare expenses may not be charged to the P-Card.
- Do not add the University P-Card to a personal or business rideshare account.
- Only use the P-Card for expenses permitted by University policy AND allowable under Title III.
- Retain original paper receipts for your records for at least one year.

10-DAY POST-TRAVEL DEADLINE

Within 10 calendar days after returning from travel, submit the required TERR, P-Card reconciliation (if applicable), and all required digital P-Card receipts.

REIMBURSEMENT	P-CARD
Failure to submit the required reimbursement documentation within 10 calendar days will result in forfeiture of reimbursement.	**P-Card charges without the required reconciliation and itemized receipts within 10 calendar days must be repaid to the University.**

Note: Receipts are not required for individual meal reimbursement based on GSA M&IE. Itemized receipts are required for P-Card transactions.

WHO HANDLES WHAT?

TITLE III OFFICE	TRAVEL / BUSINESS OFFICE
Eligibility • Allowability • Funding • Title III approval • Colleague processing	**Booking • Payments • P-Card • University travel processing • TERR validation**

Title III requirements may be more restrictive than the University's general travel policy. When Title III funds are used, the Title III-specific requirements in this guide must also be followed.