

Title III Travel Guidelines V1.1
Effective, February 2/14/2024

- ✓ Check with your immediate supervisor before submitting any paperwork to be sure that you can travel.
- ✓ Validate that the traveler is on the Title III grant. Only those individuals on the grant are allowed to travel on Title III funds. Activity Directors are asked to forward a list of eligible travelers to lbankhe1@tnstate.edu.
- ✓ The **Requester (Traveler or Administrative Staff)** will submit Purchase Requisition (PR) for Travel and Travel Requisition (TR) packets to lbankhe1@tnstate.edu **before** entering into SciQuest/Tiger\$hoppe. Title III will review the PR and TR packets, apply the Title III stamp, and return the approved travel packets to the **Requester**. Once the approved travel packets are returned, the **Requester** can put the travel into Sci-quest and send the paperwork to the university travel office.
- ✓ Travel claims should be sent to lbankhe1@tnstate.edu. Title III will review claims for accuracy, apply Title III stamp, and return to the Requester. The Requester will then submit to travelclaims@tnstate.edu
- ✓ All travel forms are located at the web address below:
 - <https://www.tnstate.edu/travel/forms.aspx>
 - ✓ PR and TR packets are submitted at least 45 days before the travel date.
 - ✓ Travel Claims must be submitted at least 30 days after completion of travel per University Policy.

TR Packet
<ul style="list-style-type: none">• Includes Title III Justification form.• Includes TSU Travel and Event Release form.• Attach all anticipated expenses (i.e. itinerary/agenda, airline reservation, parking, lodging, per diem rates etc.)

PR for Travel Packet
<ul style="list-style-type: none">• Used to purchase conference registration.• Attach proof of conference registration and schedule (<u>Please provide start and end dates of conference/workshop.</u>)• Attach the TR Packet

Travel Claim Packet
<ul style="list-style-type: none">• <u>Claims must include the original Title III Approved TR packet.</u>• Ensure Purchase Order (PO) number is correctly entered.• Ensure original receipts are included.

- ✓ Ensure FOAP numbers are correct.
- ✓ **All travel must be directly aligned with the grant's goal and at least one objective;** therefore, be sure to include the Activity objective (from the Comprehensive Development Plan/Phase II) within the Purpose for Travel sections on the TR form and the Title III Justification form.

- ✓ Ensure all signatures are provided.
 - Traveler and Immediate Supervisor signatures are required on the Travel Requisition form, the Title III Justification form, the Purchase Requisition for Travel form and Travel Claim form.
- ✓ Use MapQuest or Google Maps to ensure mileage is from the appropriate place (from work Monday to Friday and home on weekends).
- ✓ Hotel confirmation dates must match travel dates (travelers can arrive one day earlier if the conference begins before 10:00 AM on the conference's opening day).
- ✓ Title III Travelers' must return on the date the conference ends (any exceptions must be approved by the Executive Director of Title III).
- ✓ If the travel packet is incomplete, travel packets will be returned to the Requester.