Process Flow Chart: Requesting Title III Funds For Travel (Faculty)

RESTRICTIONS

The maximum dollar amount for Faculty travel is $2,000.00 per occurrence.

No more than two (2) approved Title III travel requests are allowed per grant year.

REQUIRED

- Faculty Development documentation
- Title III Workshop Attendance Authorization Form
- Supporting documentation related to the conference/workshop (ex: agenda)
- Supporting documentation related to travel expenses (registration, lodging confirmation/approved lodging exception letter, mileage, airfare, ground transportation, parking/tolls, etc.)

SUBMISSION

Authorized/approved travel request 30 days prior to travel to Dr. Linda Noel-Batiste via email in a zip file lnoel-batiste@vsu.edu for review and approval by Faculty Development **and** the Title III Office.

NOTE: Title III related expenses are entered into Chrome River by the Title III Office. Travel request should not be considered as approved until notification is received from the Title III Office.

REIMBURSEMENT

Reimbursement request **must** be submitted in Chrome River within thirty (30) days upon return.

RECEIPTS REQUIRED for all line items with the exception of meals and mileage.

TITLE III TRAVEL REPORT FORM

Title III Travel Report Forms **must** be submitted within thirty (30) days upon return.
(For federal reporting purposes)

Completed forms should be submitted to **TitleIII@vsu.edu**. Be sure to copy Dr. Linda Noel-Batiste.

PENALTIES

Failure to submit this form may prevent future use of Title III Funds. Please direct questions to Mrs. Charlene Wyche, Title III Director @ 5187 or Dr. Linda Noel-Batiste, Director of Faculty Development @ 7027

TITLE III FORMS

Title III Forms can be found on the Title III section of the University's website.