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

RESTRICTIONS

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

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

REQUIRED

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

SUBMISSION

Travel requests are accepted during the following time frames: **August 1 – November 30, and January 2 – May 31**, and must be submitted thirty (30) business days **before** travel. Travel during June, July, and December must be submitted prior to the blackout dates. Requests **will not be processed** during blackout periods. Submit travel requests to Robin Franklin-Morton via email in a zip file at

rfranklin-morton@vsu.edu

for review and approval by Workplace Efficiency **and** the Title III Office.

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

REIMBURSEMENT

Reimbursement requests **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 Robin Franklin-Morton.

PENALTIES

Failure to submit these forms may prevent future use of Title III Funds. Please direct all questions to Mrs. Charlene Wyche, Title III Director @ x5187, or Mrs. Robin Franklin-Morton, Title III Workplace Efficiency Activity Director @ x1098

TITLE III FORMS

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

https://www.vsu.edu/title3/forms.php

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