

**MIAMI DADE COLLEGE
KENDALL CAMPUS
DIVISION OF ACADEMIC AFFAIRS
RATIONALE FOR TRAVEL STATEMENT**

All Faculty members traveling must include the following items:

- [P2](#)
- [Travel Authorization](#)
- [Faculty Hour Calculation Sheet](#)
- Coverage Plan with Substitution

For faculty traveling without students, provide details to assist in the approval process:

Date: _____
Name of Requestor: _____
Department: _____
Dates of travel: _____
Title of Conference/Workshop: _____

1. Will student be traveling? If so, how many?
2. What are the benefits to students? How many students will be impacted?
3. How will it be used to support learning in the classroom?
4. What is the plan to integrate this knowledge into the classroom and a time-line for implementation?
5. How does travel support the department's goals?
6. How will this knowledge be shared with others? What is the timeline for sharing?
7. Total cost of trip? Funds requested for the trip? Are there funds provided by a grant or another resource? If so, how much?
8. What is your substitution plan to cover classes?
9. If you are on committees or have departmental tasks/responsibilities, how will these activities be covered in your absence?

For faculty traveling with students, please be sure to submit:

- [Student Life Travel Packet](#) (if paid in portion by Student Life)
- [Travel Reconciliation Form](#)
- **Quotes/Invoices for Expenses**
- **You will also need to provide the details:**
 1. How will it be used to support learning in the classroom?
 2. What is the plan to integrate this knowledge into the classroom and a time-line for implementation?
 3. How does travel support the department's goals?
 4. How will this knowledge be shared with others? What is the timeline for sharing?
 5. What is your substitution plan to cover classes?
 6. If you are on committees or have departmental tasks/responsibilities, how will these activities be covered in your absence?