

Student Travel Guidelines

Begin all travel plans at least 4 weeks in advance.

1) – Obtain Travel Authorization

- Complete *the Student Travel Authorization form*. (On-line)
- Complete the *Field Trip Data form*. (On-line)
- Submit the forms to Dept. Chair at least 4 weeks in advance.
- You will be notified of the status of your request.

2) – Travel

- Students are responsible for their own travel arrangements

3) – Reconcile Travel

- Submit original **itemized** receipts showing method of payment for reimbursement up to the approved amount using a *Travel Expense Report form*. (On-line)
Reimbursement requests should be submitted to the Dept. chair's office within **ten working** days after your travel has been completed. Please include phone number and email address. This report will be processed via Concur, the university's integrated travel, expense, and invoice system.
- Receipts submitted for alcoholic beverages, tobacco, and personal items will not be reimbursed.
- Complete and submit a summary of your travel days describing the value of your trip and attach to your *Travel Expense Report* before submitting. Summaries are used to thank contributing alumni for donations.
- A check will either be mailed to you or be available for pickup in Accounts Payable (Loretto Hall 221) depending on the instructions you specify on the *Travel Expense Report form*.

No additional travel will be authorized until all prior travel is reconciled.