

FACULTY - Steps for Travel

1. Plan ahead / Start Early.
2. The university requires that airfares are “reasonable” – *not necessarily “convenient.”*
3. Decide whether you will purchase airfare yourself – *university policy is that airfare should be purchased on the department’s corporate travel account (see the chairman’s secretary or the finance manager).*
4. Decide whether you will purchase conference registration yourself – *university policy is that registration should be purchased on the department’s purchasing card (see the chair’s secretary or the finance manager).*
5. Complete a **green** Department Travel Request FORM (located on the left wall as you enter Neill 103)– *attach copies of airfare and conference registration if you purchased them.*
6. Submit all documents to department finance personnel for preparation of a Travel Authority.

NOTE: you should always, always have completed the above steps before leaving campus for travel. Even if you are not expecting reimbursement, please complete a Travel Request form so we can put you in travel status for insurance purposes.

7. You will need to make your own lodging reservations AND pay the bill. Bring back your itemized, by day, lodging receipts that show a zero balance (paid by your credit card) to the department within 10 working days after you return.
8. Turn in any other receipts – ground transportation, parking, etc. – to the department to be included, if needed, with your Travel Expense Voucher.
9. Sign your TEV electronically within 1-2 days after receiving email notification – and “return to sender” (button below the electronic TEV form). The department will forward it for further administrative signatures and submit it to Travel Services for payment.