

GRADUATE STUDENTS - Steps for Travel

1. Plan ahead / Start Early
2. Complete both sides of the **green** Department Travel Request FORM (located on the left wall as you enter Neill 103) estimating your costs and providing adequate explanation of purpose of your trip (presenting **, etc.).
3. Make application to parent organization/conference for student travel funds, if possible (*these deadlines can be very early - don't wait to look into this*) - include any notification that these funds are not available or that you did not receive funding when you meet with the department chair (step 6).
4. The university requires that airfares are "reasonable" - *not necessarily "convenient"* -- decide whether you will purchase airfare yourself - *university policy is that airfare should be purchased on the department's corporate travel account (talk with the chairman's secretary or the finance manager) - which saves you out-of-pocket expense* - you should have a plan in place to apply for GPSA Travel grant funding for airfare immediately following your trip, if you purchase your own ticket.
5. Decide whether you will pay for conference registration yourself - *university policy is that registration should be purchased on the department's purchasing card (talk with the chairman's secretary or the finance manager) - which saves you out-of-pocket expense* - you should have a plan in place to apply for GPSA Registration grant funding immediately following your trip, if you pay your own registration.
6. Set up a meeting with the department chair to discuss availability of department resources (see the chair's secretary to set up a meeting time) - *department might cover some or all lodging, no meals.*
7. 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 the Department Travel Request form (step 1) so we can put you in travel status for insurance purposes.
8. 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.
9. Turn in any other receipts - ground transportation, parking, etc. - to the department to be included, if needed, with your Travel Expense Voucher.
10. Apply for GPSA Travel and/or Registration grant funding - *BE SURE to include a blind (no identifying names, addresses, etc.) copy of your Travel Authority, airfare/conference registration receipts, and your support memo from the department.*
11. Notify the department if you receive GPSA travel or registration funding by forwarding your award memo to department finance personnel - we will prepare your electronic Travel

Expense Voucher (TEV).

12. Be sure you are signed up in the EForms system ([see the Resources page for EForms TEV Instructions](#))- and be sure you have sent the user ID you used to sign in the first time to the Neill 103 office assistant.
13. 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.