GRADUATE STUDENTS - Steps for Travel

1. Plan ahead / Start Early

2. Apply to parent organization/conference for student travel funds, if possible (these deadlines can be very early – don’t wait to look into this). Include a copy of any notification that these funds are not available or that you did not receive funding when you meet with the department chair (step 6).

3. 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 finance manager or the chair’s secretary) – which saves you out-of-pocket expense.
   a. The university requires that airfares are “reasonable” – not necessarily “convenient”
   b. If you pay for your own airfare, you should have a plan in place to apply for GPSA Travel grant funding immediately following your trip.

4. Decide whether you will pay for conference registration yourself – university policy is that conference registration should be purchased on the department’s purchasing card (talk with the finance manager or the chair’s secretary) – which saves you out-of-pocket expense.
   a. If you pay for your own registration, you should have a plan in place to apply for GPSA Registration grant funding immediately following your trip.

5. Complete both sides of the green Department Travel Request FORM (located on the left was as you enter Neill 103 main office) estimating your costs and providing adequate explanation of purpose of your trip (presenting **, etc.).

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 of lodging expenses. No meals will be covered.

7. Once you receive approval for department chair, submit all documents to department finance manager for budget assignment. The Program Assistant will prepare the Spend Authorization for your trip in Workday.

8. You will be notified in Workday when your Spend Authorization is available for approval. Go into your Workday inbox and locate the Spend Authorization – click on the item to review, and “approve” within 1-2 days. The Spend Authorization must be approved before you begin your trip.

NOTE: you should always, always have the steps above completed before you leave campus to travel. Even if you are not expecting reimbursement, please complete a departmental Travel Request form so we can put you in travel status for insurance purposes.
9. Make your own lodging reservations AND pay the bill. Bring back your itemized, by day, receipt that shows a zero balance (paid by your credit card) and scan/submit it to the Program Assistant within 10 working days after you return.

10. Scan and submit all your receipts to the Program Assistant within 10 working days after you return – including ground transportation, parking, etc.
   a. We must have receipts for every item for which you are requesting reimbursement.

11. Apply for GPSA Travel and/or Registration grant funding – be sure to include a BLIND (remove all identifying information – names, addresses, etc.) copy of your Spend Authorization to GPSA, airfare/conference registration receipts, and your support memo from the department.
   a. If you receive GPSA funding, forward your award memo to the department Finance Manager and Program Assistant.

12. We will prepare your Expense Report in Workday for both GPSA reimbursement, if necessary, and Math/Stat reimbursement, and route it to you for approval.

13. You will be notified in Workday when your Expense Report is available for approval. Go into your Workday inbox and locate the Expense Report – click on the report to review, and “approve” within 1-2 days after receiving the notification. Once you have approved, the department will finalize the process for reimbursement.

NOTE: be sure you are signed up for direct deposit in Workday for travel reimbursement.