**GRADUATE STUDENT TRAVEL INSTRUCTIONS**

Please complete the **Graduate Student Travel Request Form** and the first and last pages of the (Blue) **Student Travel Form** and submit to your travel managers, Katherine Sachs and Tapherine DeVany in MCN CC3322. Students are responsible for obtaining all required signatures on the **Student Travel Form** prior to submission to the travel managers.

Once these forms have been reviewed, you will receive an official notice of approval from one of your travel managers with instructions on how to proceed with your travel arrangements and reimbursement. No travel arrangements should be made prior to receiving this official authorization.

If you have applied for a Travel Award from the Graduate School, please submit a copy of your approval letter to your travel managers and ensure that you follow all additional instructions outlined in the letter.

Please keep all original, itemized receipts for those expenses for which you will be requesting reimbursement upon your return from travel.

Within ten days from your return from travel, complete a **Travel Expense Worksheet**, and submit to your travel managers along with one set of all original, itemized receipts for those expenses for which you are requesting reimbursement and one set of copies. Original receipts should be arranged by date and taped to a single-sided, letter-sized piece of white paper prior to copying.

*Reimbursable expenses include:*

* ***Airfare***
* ***Registration Fees***
* ***Hotel/Lodging***
* ***Meals:*** *Travelers will be reimbursed for expenses for food on the basis of actual reasonable expenses incurred; meals over $25.00 require a justification; alcoholic beverages will not be reimbursed. Original, itemized receipts are required.*
* ***Ground Transportation*** *including taxis, airport parking fees, and the following:*
* *Travel by personal automobile is an allowable expense when it is the most economical and reasonable mode of travel under the circumstances; reimbursement will not exceed the total cost of round-trip coach airfare to and from the nearest commercial airport serving the destination.*
* *Rental cars will require prior authorization and justification from the student’s mentor*

Your travel managers will review the Travel Expense Worksheet and receipts and will complete the (Yellow) **Student Travel Expense Report** page of the **Student Travel Form**. Once completed, your travel manager will notify you by email that your paperwork is ready for pick-up. As the traveler, you must sign the (Yellow) **Student Travel Expense Report**, as well as obtain all other necessary signatures.

Once all signatures have been obtained, return your form to your travel managers, who will submit for reimbursement. If you have a travel award from the Graduate School, you will be asked to take your paperwork directly to Marian McAlpin at 411 Kirkland Hall, who will submit for reimbursement.

A reimbursement check will be issued to you and mailed to the address provided on the travel form. To close out your travel, please notify your travel managers once your reimbursement has been received.

**GRADUATE STUDENT TRAVEL FAQs**

* What cost center number(s) should I include on the **Graduate Student Travel Request Form**?

*Please confer with your Mentor about what cost center number(s) you should include on the form, as well as the allowable amounts to be charged to each cost center number.*

* Who has signature authority of the cost center number(s) that I listed on the **Graduate Student Travel Request Form**?

*Please confer with your Mentor about who the administrative contacts who have “signature authority” over the cost center numbers associated with your requested travel.*

* Who should I name as the “Dept Contact” on the (Blue) **Student Travel Form?**

*Katherine Sachs or Tapherine DeVany*

* Who should sign as the “Financial Advisor” on the (Blue) **Student Travel Form?**

*The administrative contacts who have “signature authority” over the cost center numbers associated with your requested travel will sign here.*

* Do I need to obtain the signature of the “Dean of Students or Dept. Head Approval ” on the (Blue) **Student Travel Form?**

*No, you may leave this part blank.*

* What if my travel cost exceeds the amount I listed on the **Graduate Student Travel Request Form?**

*If your actual expenses exceed the pre-approved amount listed on the* ***Graduate Student Travel Request Form****, you and your mentor may identify an additional funding source to cover the expenses, provided that the respective administrative contact who has “signature authority” over that cost center number approves.*