

STUDENT GROUP TRAVEL

Submit Travel Authorization at least **1 Month** prior to date of travel

Student Travel Authorization Required If:

- Student will be requesting reimbursement and/or
- Student will be requesting a travel advance

Faculty/Staff are always required to submit travel authorization requests for Group Travel

- When students are not receiving money directly, Faculty/Staff must attach a list of students to their travel authorization request

Attach all documentation for estimated expenses including:

- ☐ Trip Information (flyer, advertisement of event, email invite, etc.)
- ☐ Vehicle Mileage Map (Google)
- ☐ Per Diem Rates
 - Refer to GSA for per diem rates www.gsa.gov (per diem lookup on top right of page)
- ☐ Registration Fees
- ☐ Lodging
 - Always book at the conference hotel – if the conference hotel(s) are full, you must locate an alternate hotel and obtain cost at or below the maximum authorized GSA per diem rate for that City & State.
 - **No money can be spent** until the travel authorization has been approved and email confirmation received.
- ☐ Parking Fees
- ☐ Transportation Costs
- ☐ IRS Form W-9 (for student advance/reimbursement)
- ☐ Any expense that may be incurred and allowed by policy

Student Group Travel Advance Requirements:

- 100% advance for student daily per diem expenses may be allowed upon approval, per policy.
- In the event of a student group requesting an advance the appropriate department employee must complete a travel authorization request form, with a detailed list of all attendees. Once travel authorization request has been approved the appropriate department employee will submit a check request attaching approved travel authorization as backup.

Faculty/Staff Travel Advance Requirements:

- 80% of travel expenses may be advanced however, NO ADVANCE less than \$100 will be made.
- ☐ Requests submitted for travel is an acknowledgement that there are sufficient funds in the budget to cover all expenses incurred.

Disclaimer: This guideline has been created to assist with processing travel. Changes in Policy will supersede this guideline. Some travel may require circumstances beyond those listed above. In those circumstances, or with any questions, please seek advice from the business office. Ernest Beasley ext. 3561, Lisa Lowhorn ext. 3586, Kim Butler ext. 4745.