

NON-ATHLETIC STUDENT GROUP TRAVEL

Submit Travel Authorization **2 Months** 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 and their signed waivers 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 or MapQuest)
- Per Diem Rates
 - Refer to TBR Policy-General for in state and out of country per diem rates:
<https://policies.tbr.edu/policies/general-travel>
 - Refer to GSA for out of state per diem rates: <https://www.gsa.gov/> (per diem lookup on top right of page)
- Registration Fees
- Lodging
 - Always book at the conference hotel – if the conference hotel is full you must locate an alternate hotel, obtain cost, and you are required to send an email to Dr. Faulkner requesting an exception to the travel policy, granting permission to stay at alternate hotel at the new cost
 - Attach email approval of exception to travel authorization request
 - **No money can be spent** until the travel authorization has been approved and email confirmation received from Business and Finance
- Parking Fees
- Transportation Costs
- Student Liability Waiver
- IRS Form W-9
- Any expense that may be incurred and allowed by policy

Student Travel Advance Requirements:

- 100% of student travel expenses may be advanced upon approval
- In the event of a travel advance each student must complete an individual travel authorization request form, signed by the student & W9
- Once travel authorization request has been approved the student must sign and submit a check request with instructions on pick up or delivery of check

Faculty/Staff Travel Advance Requirements:

- 80% of travel expenses may be advanced however, NO ADVANCE less than \$100 will be made
- Submission of travel is an acknowledgement that you have the budget available to cover all expenses incurred

Exceptions: Any request for exceptions must be emailed to Renee Austin – renee.austin@volstate.edu

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. April Corkin ext. 3561, Vickie Clark ext. 3582, Lisa Lowhorn ext. 3586