

Undergraduate Student Travel

- 1) **FILL OUT A [STUDENT TRAVEL AUTHORIZATION FORM](#).** In the approval area at the bottom right-hand side of the page, your faculty advisor or the department head can sign for you.
- 2) **FIGURE OUT YOUR FUNDING.** Your faculty advisor will help you.
- 3) **KNOW WHAT CAN BE PREPAID.** The university allows us to prepay airfare and conference registration *only*. This means we can either reimburse you prior to your travel for flights and registration that you have purchased on your own –OR– we can prepay them using a departmental P-Card.
- 4) **GET YOUR AIRFARE AND REGISTRATION PREPAID (IF NECESSARY).** Set up a time with Heather to come in the office and pay for registration. If you need airfare, please send the following in an email to Heather (heather.wischer@uc.edu):
 - a. Your name as it appears on your ID
 - b. Date of Birth
 - c. Phone number
 - d. Exact flight numbers with arrival and departure times
 - e. Seat preferences (window, aisle)
- 5) **HAVE A SAFE TRIP.**
- 6) **COLLECT YOUR ITEMIZED RECEIPTS.** You will need to have itemized receipts for all parts of your travel. It is your responsibility to make sure that you obtain appropriate receipts. An itemized receipt must contain all information listed below, and commonly this collective information is contained on 2 pieces rather than 1 piece of paper. Click [here](#) for additional details and examples.
 - a. What you are paying for (e.g. a hotel room, a burger, taxi)
 - b. The date(s)
 - c. Tip (if applicable)
 - d. How you paid (e.g. MC, VISA, Amex, cash)
 - e. Who paid (necessary for car rentals and hotel rooms; not shown on all receipts)
 - f. Name of the business (e.g. Hilton, McDonald's)
- 7) **KNOW HOW TO CALCULATE PER DIEMS AND MILEAGE (IF APPLICABLE).**
 - a. [Per Diems](#)
 - i. *Food*
 1. You can claim per diems for food if you do not have sufficient receipts for those purchases. You cannot combine receipts and per diems; it's one or the other.
 2. Travel day (1st and last day of travel) per diem rates are 75% of the GSA per diem rate for your destination. [If you were traveling to San Francisco alone for 5 days, you would be allowed a maximum 2 travel days @ \$53.25 + 3 days @ \$71 = \$319.50].

3. You do not have to claim the full amount of per diems for your trip.
- ii. Lodging
 1. You may not be reimbursed for more than the maximum lodging per diem amount for your travel location.
 2. The per diem rates for many cities changes depending on the month. Make sure you are looking at the month in which you are traveling.
 3. You may not claim per diems for lodging. You must have sufficient documentation, or you will not be reimbursed.

b. Mileage

- i. The current mileage rate can be found here:

<http://www.uc.edu/af/treasurer/tax/resources/TaxPolAndProc.html>.

This accounts for wear and tear on your car as well as gasoline expenses.

- ii. If you rent a vehicle, you cannot be reimbursed for mileage, only gasoline purchases.
- iii. You cannot be reimbursed for both mileage and gasoline expenses.

- 8) **BRING YOUR RECEIPTS IN TO BE REIMBURSED.** The reimbursement needs to be submitted within 30 calendar days; this is a university policy. You'll need to get your paperwork into the office no later than 21 days after your trip ends to give the office time to process your travel.

What happens with your paperwork in the office?

1. *Heather enters the reimbursement information on an A113.*
2. *Sandy puts the account number(s) on the A113.*
3. *Department Head signs it.*
 - a. *If you're being reimbursed by a grant, the A113 gets sent to Accounts Payable.*
 - b. *If you're being reimbursed only by the department on a non-grant account, Heather keeps the paperwork.*

- 9) **YOU GET REIMBURSED!** Most student travel reimbursements are now being processed through your student bill account. Student bill reimbursements are processed so that you should get a reimbursement check (or direct deposit) sent to you. (If you want it, you will need to set up direct deposit on your student account; it is separate from your employee account.) The one exception is when you are traveling as a worker and the reimbursement is being paid by a grant. These reimbursements are deposited to the same account as your paycheck. So...

- a. If you are being reimbursed only by the department, you will get a reimbursement on your student bill.

- b. If you are being reimbursed by the department for travel charged to a grant, you will get an email and see a direct deposit to your checking account (or if you get your paychecks mailed to you, you will get a reimbursement check mailed to you).

**IF THIS ALL SEEMS COMPLICATED, THAT'S BECAUSE IT IS!
WHEN IT DOUBT, PLEASE ASK QUESTIONS FIRST.
IT'S SO MUCH EASIER TO ADDRESS PROBLEMS BEFORE THEY ARISE!**