

Are you planning on traveling on University business this year? If so, please review & follow these guidelines. If you have additional questions, please ask! 😊

Before travel:

- ❖ Please let us know **no less than** one month ahead of time since we have to have travel paperwork completed & submitted to travel 2 weeks prior to departure date.
- ❖ Upon request, we can set up a time to meet to P-card flight and registration.
- ❖ **As of fall 2015:** We will not be reserving or booking hotel and therefore it will be your responsibility to reserve and be reimbursed when you return with a paid receipt. If you would rather book & pay ahead of time, we can submit a pre-payment form to get you reimbursed **before your trip (upon request)**.
- ❖ If you choose to make all your own arrangements, we can reimburse your hotel/flight/registration expense prior to your trip upon request (by submitting a pre-payment form), but we need paid receipts and confirmation **at least 3 weeks** in advance.
- ❖ If you are receiving additional funding outside of Psychology please let us know **prior to departure** so we can make sure all of the funding is pre-authorized.
 - If the majority of your funding is coming from an outside source, it is **your** responsibility to get with the department providing the funding to begin the paperwork. Once the outside source has initiated the paperwork, *remind them to send the paperwork to us* so we have a copy and can add any Psychology funding if applicable.
 - If you are **not receiving any funding** from the Psychology department, but are still traveling on University business, let us know so we can complete a “no cost” travel authorization (which you will need to sign for insurance purposes).
- ❖ If you are planning on flying, please select your flights ahead of time and either make an appointment with us to get it purchased or send us a direct link for us to purchase. ***Please note:** if you are including any personal time in your trip, a flight comparison must be made on the same day as your ticket purchase. Whichever flight option costs the university less will be reimbursed (we cannot P-card the flight if personal time increases the cost). Sustenance & lodging will not be reimbursed for personal time.
- ❖ **We Cannot:**
 - Split costs on your travel reimbursement unless there is a receipt stating exactly what you spent (ex: if you split the hotel room & the hotel provided you with separate paid receipts). If you split the hotel room, but it was prepaid or P-carded from only one traveler’s funds, only *one* person will be reimbursed.
 - Add any receptions, banquets, or extras in the conference that are an additional cost. When purchasing registration, we can only P-card or reimburse for whatever is included in the base registration fee.
 - Reimburse for meals included in the conference
 - Mileage cannot be split between two travelers, as only one vehicle undergoes the ‘wear and tear.’
 - If you choose to split gas, this should be done on an individual basis.

During travel:

- ❖ Please **keep** hotel stay receipts and any parking and/or taxi receipts (meal receipts are not needed, unless you are receiving funding from GPSG; if this is the case, meal receipts should be sent directly to GPSG).
- ❖ If a discretionary fund is being used to pay for a business related event or meal, please let us know ahead of time so we can gather the appropriate paperwork.
- ❖ Please **do not:**
 - Pay for travel related expenses on behalf of others (one person pays, one person is reimbursed), unless this was discussed and pre-approved by the department prior to departure.
 - Change hotels, flights, or duration of the trip without prior approval (especially if it was P-carded). If it cannot be refunded, it will be lost and you will not be reimbursed for the lost amount.

After travel:

- ❖ Please turn in all necessary receipts (hotel stay/paid receipt, parking, taxis, etc)
- ❖ We must have everything completed, signed, and turned into the travel office **within 30 days** from the return date, *even if you are not receiving any reimbursement*. This is state law!

*NOTE: If it is **NOT** listed on this sheet, ask the travel liaison *prior to departure*. In the case of university travel, it is in **your** best interest to ask permission rather than beg for forgiveness; there are state laws that must be followed*

Traveler's Checklist

Before travel:

- **One month:** Have you let the travel liaison know of your travel plans at least one month in advance?
- **3-4 weeks before travel (if applicable):** Have you set up an appointment for flight/hotel/registration purchase or sent direct links via email?
- **3 weeks before travel (if applicable):** Did you request a pre-payment form to be submitted for charges needing to be reimbursed before your trip (ex: being pre-paid for cost of hotel/registration/flight, etc)? This should be done no less than 3 weeks prior to departure.
- **Additional funding (if applicable):** Are you receiving additional funding from another department at the University? If so, have you let the Psychology Department know ahead of time? **Remember, if another department is providing all or the majority of the funding for the trip, you must contact that department to initiate travel paperwork and have a completed copy sent to us**
- **Are you planning on flying or driving?**
 - If flying, are you adding any personal time? Did you select your flight(s)? ***Remember for any personal time added to flight, a same-day flight comparison must be completed and submitted***
 - If driving, does your trip exceed 100 miles? If so, you may want to request a motor fleet vehicle. ***Please note: as with flying, personal time included in driving will not be reimbursed, unless it is more cost effective for the University***
- Did you let the front office know **prior** to travel of any additional charges or changes in your trip?

After travel:

- Did you turn in receipts for hotel stay, parking, taxis, etc?
- Have you signed and completed the travel reimbursement paperwork **within 30 days** of your return date?
**Remember, you will need to sign regardless of whether or not you are actually receiving a reimbursement.*

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