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.*

*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*