

## STUDENT TRAVEL FORM

Students are required to complete a trip request in advance of any travel related to student organization or college activities. A "Trip" must also be established in order to process any travel related payments.

**Four basic items are necessary to complete the trip set-up.** They are:

- Traveler's Name, HawkID (not your university ID), and email address
- Traveler's Destination – and hotel information
- Dates of Travel (please specify whether any of the dates listed are for personal travel/vacation)
- Purpose of Trip

**Each student in the College of Pharmacy is allocated up to \$250.00 annually to be used for attendance at College of Pharmacy approved Local and National Organization Meetings. Please try to use these funds on one trip.**

**You must notify the trip creator if you are requesting reimbursement from other Colleges/Sources so that duplicate trips are not created.**

To create a "trip" complete the form at the bottom of the page and submit it to the Administrative Services Coordinator in OPE (currently Sarah Kayser). Once the trip has been created, you will receive an electronic pre-trip approval through Workflow that will come as an email message. You are required to approve the trip. If you are employed by the University in any capacity, you will need to go into your "Employee Self-Service" page to approve the trip in Workflow. Once approved, the trip will continue through the Workflow process.

You must provide proof of registration for the meeting/conference with method of payment as well as any other paid receipts that you are submitting for reimbursement. Receipts must be presented to the University Shared Services Supply Chain Coordinator (currently Brian Kennedy) in room PHAR 208. If you are receiving funding from additional sources such as your student organization or ECGPS travel grants, the Supply Chain Coordinator must know this in advance of submitting for reimbursement.

Conference registrations: an official receipt must be obtained from the conference/professional organization in order to be reimbursed. **A generic receipt (any receipt that does not have a preprinted or stamped conference/vendor name) is not sufficient as proof of payment.** Expenses substantiated by a generic receipt will not be reimbursed unless accompanied by additional documentation. This may include one of the following:

- Copy of back and front of a canceled check with your **account information redacted**
- Check Carbon/Duplicate and bank statement
- Credit card statement (with only the last four numbers of the card showing)
- Letter or new receipt from conference confirming payment

**All expenses requested for reimbursement must have method of payment included.** This means you will need to supply some of the same information as listed above (copy of back and front of cancelled check or receipt that indicates how you paid the expense and showing a zero balance). **Each traveler must provide his/her own individual payment receipts, e.g. registration, transportation, lodging, meals, etc.** Hotel expenses – if there are multiple people sharing a room, please list all names and which credit card belongs to you. The hotel folio (receipt) needs to show a zero balance after all travelers have made payment.

**If a personal vehicle is used to travel to a meeting, only the person driving can be reimbursed for mileage. No payments for fuel can be submitted unless it is for a rental vehicle.**

Once valid receipts are received the expenses will be loaded into the travel expense voucher associated with your trip. You will receive another email message indicating that you need to approve the expenses associated with that trip. You will need to approve the expenses. If you are a University employee, you will approve the expenses through workflow.

**All receipts should be received by the Supply Chain Coordinator within two weeks of your return.**

All travel related expenses must be completed through workflow within **120 days from the date of travel.**

	Required Information		
<b>Traveler Name/HawkID/email address</b>			
<b>Destination State/City/Hotel Information</b>			
<b>Dates of Travel</b>			
<b>Purpose of Trip</b>			
<b>College Funding</b>			