

Student Travel – Three Easy Steps

Begin all travel plans 4 weeks in advance.

1) - Gain Authorization to Travel

- Complete the *Authorization For Student Travel* form.
- Complete the *Field Trip Insurance* forms.
- Submit the forms to the dean's office for approval.
- The dean must approve travel and the travel amount in advance.
- You will be notified of the status of your request.

2) – Travel

- Students are responsible for their own travel arrangements. Contact Susan Napoleon if you need assistance.
- You may complete your travel once a reimbursable amount is determined.

3) – Reconcile Travel

- Submit original receipts for reimbursement up to the approved amount using a *request for check voucher* form. Reimbursement requests should be made within **ten working** days after your travel has been completed
- A check will either be mailed to you or be available for pickup in the accounts payable office depending on the instructions you specify on the *request for check voucher* form
- Complete and submit a summary of your travel to the dean's office within **ten working** days of completed travel.

No additional travel will be authorized until all prior travel is reconciled.