**Travel Process**

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**Call or email Melissa with any questions! ☺**

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**Step 1: Funding**

1. Determine what funds are available for you to use. Depending on your classification you may have money from the department, money from the Dean’s Office, and/or money from the University. Check in with Administrative and Financial Services Coordinator to find out how much money you have left to work with.

**Step 2: Supervisor Approval**

**Step 3: Pre-TA (Must be completed at least 30 days prior to trip)**

1. Check to make sure you have the most recent version of the **Travel Authorization Form**, found on the Faculty and Staff Resources webpage. This is important because outdated forms do not reflect the correct rates for per diem.
2. For the pre-TA you can use estimates. You do not want to book flights, hotels, etc. without having funding approved yet, so do your best to find estimates for those costs.
3. Once you’ve completed the pre-TA you will have the Department Chair sign it. You can then hand in the finished form to the Administrative and Financial Services Coordinator, who will route it for the remaining signatures and provide you with a copy.
4. International Travel has additional specific requirements found on the **International Travel Checklist**

**Step 4: Booking (Must be done at least 3 weeks prior to trip, and only after funding is approved)**

1. You have two options when booking your travel:
   1. You can work with the Administrative and Financial Services Coordinator. You can choose your own flight and hotel, and send that information to the Coordinator. You can also provide them with the information to register you for a conference. They will then do the booking using the correct accounts based on funding sources.
   2. You can book the flight, hotel, and registration yourself and be reimbursed. If you choose this option you will be reimbursed for ACTUAL EXPENSES after submission and processing of your Post-TA (instructions below). **DO NOT BOOK BEFORE TURNING IN A SIGNED AND COMPLETED PRE-TA.**

**Step 5: Go on your trip! Have fun! But remember…**

1. You do not need to save receipts for meals. You will receive reimbursement for meals after your trip based on per diem rates, which differ by location. The only exception to this is if there were meals provided as part of your conference registration. These meals will be excluded by Accounts Payable from per diem reimbursement.
2. You **DO** need to save receipts if you plan to request reimbursement for shuttles, taxis, parking at airport, baggage fees, etc. You will note these INCIDENTAL expenses on your post-TA and attach receipts at that time.

**Step 6: Post-TA (Must be done within two weeks of returning from trip)**

1. When you return from your trip you will have to complete the post-TA form. This is the same document as the pre-TA, but the amounts and times of departure and return must all be exact. Obviously since you’ve already travelled you will know the exact cost of your flight, hotel, registration, parking etc. If the Administrative and Financial Services Coordinator did some or all of the booking for you, check in with her for exact amounts.
2. This is when you would request reimbursement for relevant expenses that you paid for yourself. If you paid for your flight or hotel out-of-pocket you will reflect that on the post-TA. In the section labeled “incidentals” you will note any parking, shuttle, taxi, and mileage expenses. Remember that receipts must be attached for incidentals.
3. Attach copies of the following to your post-TA (you may need to request some of these from Administrative and Financial Services Coordinator):
   1. flight itinerary/receipt
   2. Itemized hotel folio with $0 balance due
   3. Conference brochure showing the schedule and meals provided
   4. Conference Registration receipt
   5. Receipts for any incidentals (parking, baggage fees, taxi/shuttle, etc.)
4. Get supervisor’s signature on the post-TA and turn completed form and all required documentation in to Administrative and Financial Services Coordinator. They will make you a copy and route it for the remaining signatures.
5. Any out of pocket expense you incurred, within your available budget, will be reimbursed once the routed post-TA is processed.