

## General Travel Guide for Students

### **IF YOU ARE RECEIVING PROGRAM FUNDING---ALL FORMS/DOCUMENTATION GO TO PROGRAM EXECUTIVE ADMINISTRATOR**

**General information:** Submit GPSG funding request/s during the allocated time frame. Complete the "Request for Travel" form located S:\CLAS\IDST\PPOL and <https://publicpolicy.uncc.edu/forms>. Program Executive Administrator in 3027C Colvard M/W or in Fretwell 450E on T/R **4-5 weeks prior to departure date**. The Program Executive Administrator will complete your Travel Authorization form, return to you for signature and forward to the appropriate department.

- **You must provide** documentation of event, announcement, agenda/program, accommodations, flight itinerary, registration, etc. **before** a Travel Authorization form can be completed. **Do not staple or tape any documentation. All documentation should be printed ONE-Sided.**

#### **Travel Authorization Form:**

- Travel Authorizations must be completed by the Program Executive Administrator for any/all travel **4-5 weeks prior** to any travel.
- The Program Executive Administrator will complete your Travel Authorization form and return to you for signature.

#### **What to keep in mind while traveling:**

- Receipts: You must submit **itemized, paid receipts for everything**, including meals (for GPSG). **Do not staple/tape any documentation.**
- **Clearly label all receipts.** EX: Taxi, Baggage Claim, etc. **NOTE:** Credit Card/Bank Statements are **NOT** sufficient forms of receipt.
- Airfare: Keep and submit your flight itinerary, airfare receipt and baggage claim receipts.
- Hotel: Upon return, you **must submit** an itemized bill "STAY" from your hotel (on hotel stationary), even if your hotel was prepaid. This receipt must indicate dates of stay and itemized expenses.
- Registration: **You must provide** a conference agenda/program and your name badge from the conference.
- Foreign Currency receipts: **Submit all original receipts. Clearly label:** what it is for, date it was incurred, amount paid and supporting documentation of foreign currency used. (Example: Taxi, 12/1/17, 250 Mexican pesos).
- Ground Transportation: When using personal vehicle, you must submit supporting **MapQuest** ([www.mapquest.com](http://www.mapquest.com)) mileage **documentation**.

#### **Travel Reimbursement Request Form:**

- Travel **Reimbursement forms are due to Travel within 30 days of your return date**. Travel submitted after 30 days is subject to payroll taxation.
- Therefore, **submit all receipts, travel documentation and GPSG forms to the Program Executive Administrator within 1 week of your return date.**
- The Program Executive Administrator will complete your Travel Reimbursement form, return to you for signature and forward to the appropriate department.