

Travel Procedures

This form serves as a reminder of travel procedures as well as a checklist, so you can be sure you have everything together to submit.

FOR REIMBURSEMENT FROM THE DEPARTMENT:

To receive reimbursement for travel expenses from the Department, you must submit the TRV with the top portion completed and this form to the HDFS Graduate Assistant at least 5 business days prior to travel. The Graduate Assistant will obtain the Department Chair's signature and the original form will be held in the office by the Graduate Assistant until you return from the trip.

After you return from your trip, please see the Graduate Assistant for your TRV. Complete the bottom portion of the TRV, attach receipts and return the completed TRV to them. This step should be taken care of within 10 business days of returning from your trip if you are only receiving travel support through the Department.

FOR REMBURSEMENT FROM OTHER SOURCES (such as GSA or HHS)

Please remember that turning forms in to the Department does not constitute applying for funding from any source other than the Department. Although you turn in one TRV form, each other source has its own application form which the student submits, not the Department. You will receive approval for travel through these sources directly from their representative, not the Department. **If you have approved funding from GSA or HHS please indicate it below and turn in a copy of your proof of funding from HHS or GSA when you turn in your TRV. If you request funding from those sources on this form but don't turn in proof of approval the Department will NOT send your TRV to either of those areas for processing.**

Because the other funding sources (such as GSA or HHS) operate on a first-come, first-served basis, it is highly advisable to apply early, as soon as you have the dates for the travel. Keep copies of your applications and correspondence.

AFTER TRAVEL: If you are also requesting reimbursement from other sources, please submit the completed TRV form to the Graduate Assistant within 5 business days of returning to allow additional time for the form to be signed at the Department level and forwarded to GSA and/or HHS. Your packet will be forwarded to GSA and/or HHS. Once the form is forwarded, you can follow up directly with the HHS or GSA representative to check the status of your request.

Please note that your TRV must be returned to you if everything is not completed correctly, which may cause a delay in your reimbursement. Forms turned in more than 30 days after travel become taxable.

Please initial and date each selection upon completion. Turn this checklist in to the Graduate Assistant along with your TRV form. If seeking other funding sources, be sure to apply to them directly.

Prior to Travel (at least 5 days before leaving on your trip):

_____ Top portion of TRV has been thoroughly completed and signed by you at least 5 business days prior to travel

_____ Form has been turned into the Graduate Assistant to obtain Chair's signature at least 5 business days prior to travel

Anticipated Funding Sources (Department not responsible for applications to other funding sources)

_____ Department Amount available: _____ Chair _____
_____ GSA (apply directly to GSA—attach proof of funding)
_____ HHS (apply directly to HHS—attach proof of funding)
_____ Other – please explain

Upon Return (within 10 business days if department funding only, within 5 business days if you have additional funding sources*):

_____ All receipts are attached to TRV (i.e. hotel folio, airline receipts etc.)
_____ If claiming mileage, a google map showing your travel is attached to your TRV
_____ Form has been signed and dated at the bottom by you

***The Department will forward your TRV to GSA or HHS, but is not responsible for applications or reimbursement from other funding sources.**