

GRADUATE STUDENT TRAVEL TIPS

1. Fill out an Authorization to Travel. Be sure to include name, SSN, title, department, phone #, destination, departure date, return date, purpose of travel, estimated expenses and sign. Have your professor initial next to your name if his/her grant is funding your trip.
2. When all signatures are returned and your travel has been approved, you can make the necessary arrangements.
3. **AIRFARE:** Although you may book your own flight through online services, students are encouraged to use Navigant. You can contact Navigant directly at 930-6700.
4. **DRIVING:** If driving your own car, the mileage cost must be less than airfare or you won't be reimbursed. Mileage reimbursement is .36 per mile.
5. **MEALS:** See meal per diem chart. No receipts required for per diem rates.
6. **LODGING:** See lodging rates. Note: your hotel statement must show a 0 balance due. A credit card statement will also be accepted as proof of payment. If using your credit card statement as proof of payment, you must still turn in your hotel billing statement.
7. **CONFERENCE REGISTRATION:** Must show a 0 balance due. A credit card statement will be accepted for this also.
8. **MISCELLANEOUS RECEIPTS:** Keep receipts for non-airport parking over \$4.99 and taxi/train/bus over \$14.99
9. When you return from your trip, please bring all required receipts to Stacie in office 102H (578-5484).

*******IF YOU KNOW IN ADVANCE THAT YOU WILL BE RECEIVING A MONETARY AWARD FROM A CONFERENCE THAT IS SPECIFICALLY FOR TRAVEL PURPOSES, PLEASE LET ME KNOW THIS AS SOON AS POSSIBLE**

Prepared on 08/18/05

GUIDELINES FOR APPLYING FOR GRADUATE SCHOOL FUNDS

1. Fill out Authorization to Travel form and submit along with the following to Graduate School Office (114 Thomas Boyd Hall):
 - a. Graduate School Student Travel Funds application form.
 - b. Letter of support from your major professor
 - c. Proof of invitation to present/participate at conference

NOTES: * Not available for in-state travel

- Authorization to travel form should be signed by student and department head
- Applications must be submitted to the graduate office at least **10 days prior to departure**
- Student must be enrolled full time (at time of travel)
- Student must be in Good Academic standing
- Students must have been enrolled as a full time graduate student in the previous fall and spring semesters.

If you have any questions about the travel fund, you can contact the Graduate School at 578-2311.

Prepared 08/18/05



Request for Authorization to Travel

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This form must be approved for ALL individual travel which will be reimbursed by the University.

	Traveler's Name	Check (✓) one: { } Employee { } Student	<div style="border: 1px solid black; padding: 2px;">Enc IT #</div>
	Soc Sec Number		
	Title		
	Department	Destination (city/state)	
	Campus Phone	Departure Date	
	Budget Code	Return Date	

Purpose of travel

Estimated Expenses	Initial	Special Approval Requested for (← initial appropriate items)
\$ Mileage _____ .36/mile		1) Actual expense reimbursement for meal that is designated integral part of the conference.
Vehicle Rental		2) Vehicle rental reimbursement. Justify below.
Lodging for _____ days		3) Lodging reimbursement up to 25% in excess of maximum otherwise allowed. (Justify
Meals for _____ days		4) Meal reimbursement up to 25% in excess of maximum otherwise allowed. (Justify below.)
Air fare		5) Travel expenses for graduate/medical students being recruited.
Registration		6) Foreign travel--all travel outside the 50 United States, District of Columbia, Puerto Rico, and the Virgin Islands. Use of U.S. Department of State reimbursement rates requested? { } Yes { } No
Other Allowable		7) Extension of temporary assignment beyond 30 days.
\$ TOTAL Estimated Cost		

Vehicle rental justification: (Note: The cost of Collision Damage Waiver (CDW) and Personal Accident Insurance (PAI) are not reimbursable expenses. In the event of an accident, the traveler should pay the deductible and claim reimbursement on the expense voucher.)

Lodging and/or meal excess justification:

Traveler's Signature _____ Date _____ / _____ / _____

RECOMMEND/APPROVE		Signature Date
Department Head (for 2, 3, 4, 5)		
Dean/Director		
*Vice Chancellor		
Provost (for 6)		
Assoc Vice Chanc (for 7)		

Note: Traveler cannot approve this authorization. This approved document must be attached to the travel expense reimbursement voucher when submitted.

*** Optional, at the discretion of the administrator, unless approving travel as immediate supervisor, when signature would be required.**

C. Meals (Including Tax and Tips)

1. Travelers may be reimbursed up to the following amounts for meals:

	Tier I	Tier II	Tier III	Tier IV
Breakfast	\$ 6	\$ 6	\$ 8	\$ 9
Lunch	9	10	11	12
Dinner	13	15	19	22
Total	\$28	\$31	\$38	\$43

- Tier I In-state cities, with the exception of New Orleans
 Tier II New Orleans and out-of-state cities, with the exception of the cities listed in Tiers III and IV
 Tier III Atlanta, Cleveland, Dallas/Fort Worth, Denver, Detroit, Hartford, Houston, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, CA, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, ME, Portland, OR, San Antonio, San Diego, St. Louis, Tampa, Wilmington, DE, Puerto Rico, U.S. Virgin Islands, all of Alaska and Hawaii, American Samoa and Guam
 Tier IV Baltimore, Boston, Chicago, New York City, San Francisco, Seattle, Washington, DC and international cities

2. Receipts are not required for routine meals within these allowances. Number of meals claimed must be shown on travel voucher. Partial meals such as continental breakfasts or airline meals are not considered meals. If meals exceed these allowances, receipts are required. If an individual seeks reimbursement of meal money for an entire group traveling together, each member of the group must certify the amount of meal money received from the individual claiming reimbursement. If an individual seeks reimbursement of meals paid for the entire group, receipts must be provided and the cost per person may not exceed the allowances.
3. Cost of lunch served in conjunction with State/University-sponsored in-state conferences billed to the University may not exceed \$15.00, exclusive of tax and tip.
4. Group refreshment expenditures for a meeting, conference or convention are limited to those incurred on behalf of the conference or convention and are not eligible reimbursement claims for individual travelers. Group refreshment expenditures are to be within the following rates and are not to be considered an additional "meal allowance" for individuals in travel status.
- a) Served on State/University property - not to exceed \$2.00 per person, per morning and/or afternoon session.
 b) Served on hotel properties or other off-site properties that require catered services - not to exceed \$3.50 exclusive of tax and tip per person, per morning and/or afternoon session

D. Lodging (Plus Tax, Receipts Required)

Receipts from a bona fide hotel or motel for lodging shall be submitted and attached to travel voucher. The actual amounts are not to exceed:

- \$60 In-state (except as listed)
 \$60 Lafayette, Slidell
 \$65 Bossier City, Shreveport
 \$70 Baton Rouge, Gretna, Kenner, Metairie, Lake Charles, Sulphur
 \$100 New Orleans
 \$65 Out-of-state (except those listed)
 \$105 High cost areas - Atlanta, Cleveland, Dallas/Fort Worth, Denver, Detroit, Hartford, Houston, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, Oakland, CA, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, ME, Portland, OR, San Antonio, San Diego, St. Louis, Tampa, Wilmington, DE, Puerto Rico, U.S. Virgin Islands, all of Alaska and Hawaii, American Samoa and Guam
 \$155 Extra high cost areas - Baltimore, Boston, San Francisco, Seattle
 \$180 New York City, Chicago, Washington, DC
 \$180 International cities

The inclusion of suburbs shall be determined by the business office on a case-by-case basis.

E. Conference Lodging (Plus Tax, Receipts Required)

Travelers may be reimbursed expenses for conference hotel lodging per the following rates, if the reservations are made at the actual conference hotel. When reservations are not available at the conference hotel and multi-hotels are offered in conjunction with a conference, traveler shall seek prices and utilize the least expensive. In the event all conference hotels are unavailable, the traveler is subject to making reservations within the hotel rates as allowed in Section D above. Documentation required is a registration receipt and a formal agenda or program. Meals that are a designated integral part of the conference may be reimbursed on an actual expense basis with prior approval by the direct supervisor.

\$70	In-state (except as listed)
\$70	Lafayette, Slidell
\$75	Bossier City, Shreveport, Lake Charles, Sulphur
\$80	Baton Rouge, Gretna, Kenner, Metairie
\$120	New Orleans, State sponsored conferences
\$140	Out-of-state and New Orleans for non-State sponsored conferences
\$155	Baltimore, Boston, San Francisco, Seattle
\$180	New York City, Chicago, Washington, DC
\$180	International cities

The inclusion of suburbs shall be determined by the business office on a case-by-case basis.

Three (3) competitive quotes to include sleeping rooms, meeting rooms, meals and breaks, etc. must be solicited for conferences hosted by the University. No reimbursements are allowed for functions not relating to a conference (i.e., tours, dances, etc.)