

## General Travel Guide for Students

### General information:

- Complete the “Request for Travel” form. Complete and obtain proper signatures on GPSG forms. Submit all along with any travel documentation and/or receipts to Kimi B. Tippett in 3027C Colvard M/W or in Fretwell 285C on T/R **4-5 weeks prior** to any travel. .
- **You must provide** documentation of event, announcement, **condensed agenda**, accommodations, mode of travel/itinerary, registration, etc. before a Travel Authorization form can be completed. Do not tape/staple any documentation.
- State law dictates you may travel the day before any domestic travel and return the day after, you may travel two days before and return two days after and foreign travel.
- This VERY important! If you stay longer, you must provide documentation of cost comparison fore airfare on the day you make your actual reservations. The state will pay the lower amount. If you do not provide cost comparison documentation, you will NOT be reimbursed for your airfare.

### Travel Authorization Form:

- A Travel Authorization form must be completed by Kimi even if you are not requesting reimbursement.
- **Travel Authorizations require hand written signatures in other than black ink. (Electronic signatures are not accepted.)**

### What to keep in mind while traveling:

- Receipts: You must submit **original, itemized, paid receipts for everything**, including meals (for GPSG). Do not staple 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 Boarding pass, used ticket or baggage claim tickets.
- Hotel: Upon return, you **must submit** an itemized bill from your hotel, even if your hotel was prepaid. You must request and submit a “STAY” receipt from the hotel (on hotel stationary) indicating dates of stay along with online billing receipt.
- Registration: **You must provide a condensed agenda**, your name badge, etc. 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, 9/10/06, 250 Mexican pesos).
- Ground Transportation: When using personal vehicle, you must submit supporting MapQuest ([www.mapquest.com](http://www.mapquest.com)) mileage documentation. For airline travel, mileage is allowed from the University to and from Charlotte-Douglas International Airport (15 miles maximum one way) at the current state rate. Overnight parking is reimbursed at a \$10.00 maximum per day or actual rate, whichever is less with paid receipt.
- If you choose to share a room with others you must request a STAY RECEIPT in each person’s name for the specific cost to each person.

### 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.
- Upon your return, submit all receipts and travel documentation to me with one week of your return.
- **Travel Authorizations require hand written signatures in other than black ink. (Electronic signatures are not accepted.)**

### IMPORTANT PRE-PAY INFORMATION:

**The travel process is lengthy and time sensitive. If travel documentation is not submitted in the suggested time frame, PREPAYS CAN NOT BE GUARANTEED.**