

GRADUATE STUDENT TRAVEL PROCEDURES FY 2009

NOTE: Failure to comply with the following procedures may result in loss of funding for the current and future travel requests.

1. Prior to travel, **all travelers** must fill out a **Kinesiology Dept Travel Approval Request (TAR) Form** in its **entirety**.
 - a. This *yellow* form can be found in the Main Office at the front desk, and online at sph.umd.edu/KNES/grad/grad_resources.html
 - b. You must submit the **proof of abstract acceptance** for the conference and the abstract must be attached before any travel arrangements will begin.
 - c. Only if the approved budget covers the costs for travel will the business office process and pre-pay any of the reservations. If all costs exceed the budget you must pre-pay the expense and submit for reimbursement after the travel occurs. If you will be using the business office to make your flight arrangement you must provide the itinerary and we will get the travel agency to pull the flight and the department credit card will be used to purchase the ticket. In addition, all specific information including times, flight numbers, addresses, phone numbers, etc. must be attached to the TAR form. This service is provided only if the total costs can be covered by your or your advisor's travel funds. If lodging will be covered and arranged by the department you must provide the needed information for us to be able to confirm and pay the deposit/bill.
 - d. If you will be using the business office credit card to pay for the conference registration, **you must complete the on-line registration form (use the computer in the business office) or provide a faxable form to the business office** where it will be paid for at the time of submission.
 1. This **must** be done in person by each individual traveler
 - e. *Any* and *all* expenses that you think need to be accounted for must be included in the cost section of the travel approval form, as long as the funding sources cover them. Food will not be considered for reimbursement.
 - f. Make sure that all appropriate and required signatures are included at the bottom of the form. [Note: your advisor **MUST** approve this travel.] If you are a TA you must complete the section concerning class coverage during travel.
2. Submit the travel approval request form and all required information to the business office staff by placing it in the **TRAVEL BIN** found on the wall in room 2334.
 - a. This form must be submitted **at least 72 hours prior to the conference's early bird registration deadline. If you do not meet this deadline you must pre-pay your registration fee and seek reimbursement after the travel occurs. The Department will only reimburse you for "early bird" costs or registration whether you register early or late. If you miss the deadline and pay the full price, we will only reimburse the early bird costs.**

3. If you are confused or have any questions regarding your specific travel, be sure to contact the business office staff when submitting the form; please do not hesitate as it will most definitely slow down the process and completion of your travel approval, if all items are not complete and accurate.
4. Upon return from the conference eligible travelers can apply for reimbursement, if they are due any additional funds which were not covered by pre-payments, by completing a **University of Maryland- College Park Expense Statement Form** in its entirety.
 - a. This *blue* form can be found in the Main Office at the front desk, and online at <http://hhp.umd.edu/KNES/people/docs/resources/ExpenseStatement.pdf>.
 - b. All expenses accounted for on the travel approval form are reimbursable if purchases were made out of pocket. If the department paid for the cost of the trip totaling the maximum allotted amount, then traveler is not eligible for reimbursement.
 - c. All expenses accounted for must be accompanied by appropriate receipts or some other proof of purchase.
 - i. If the purchase was made on a personal credit card, the attached receipt must show your full name or you must submit a credit card statement showing your full name and that the purchase was on that card.
 - ii. In addition, for any purchases made using a personal credit card, you must also submit a copy of your credit card with all numbers except the last four blacked out.
 - iii. If you are requesting reimbursement for airfare, **be sure to keep your boarding pass and/or your e-ticket confirmation** and submit it with your expense statement.
 - iv. If you are requesting reimbursement for hotel, you must submit the authentic hotel receipt showing your name, home address, and credit card used.
 - d. If for any reason you do not have the credit card, receipt, or any form of proof of payment for reimbursement, you are required to prepare and sign an affidavit stating reason for lack of receipt. This affidavit **will not** guarantee your reimbursement for expenses, as it is University Policy to have proper proof of purchase.
5. Submit the expense statement form and all required information to the business office by placing it in the **TRAVEL BIN** found on the wall.
 - a. Travel expense statements must be submitted within 30 days after your return from the specific trip. If this time frame is not met we will be unable to process your expense statement.