

## NON-ATHLETIC STUDENT GROUP TRAVEL

Submit Travel Authorization **1 Month** prior to date of travel

### **Student Travel Authorization Required If:**

- Student will be requesting reimbursement and/or
- Student will be requesting a travel advance

### **Faculty/Staff are always required to submit travel authorization requests for group travel**

- When students are not receiving money directly, Faculty/Staff must attach a list of students to their travel authorization request

### **Attach all documentation for estimated expenses including:**

- Trip Information (flyer, advertisement of event, email invite, etc.)
- Vehicle Mileage Map (Google)
- Per Diem Rates
  - Refer to TBR General Travel Policy for in state and out of country per diem rates in the Addendum (toward bottom of page) [General Travel : 4.03.03.00 | policies.tbr.edu](#)
  - Refer to GSA for out of state per diem rates [Home | GSA](#) (per diem lookup on top right of page)
- Registration Fees
- Lodging
  - Always book at the conference hotel – if the conference hotel is full you must locate an alternate hotel, obtain cost, and you are required to send an email to the President requesting an exception to the travel policy, granting permission to stay at alternate hotel at the new cost
  - Attach email approval of exception to travel authorization request
  - **No money can be spent** until the travel authorization has been approved and email confirmation received from Business and Finance
- Parking Fees
- Transportation Costs
- IRS Form W-9 (for student advance/reimbursement)
- Any expense that may be incurred and allowed by policy

### **Student Travel Advance Requirements:**

- 100% advance for student daily per diem expenses may be allowed upon approval. The appropriate department employee will be responsible for the advance and all bills connected with the group travel.
- In the event of individual student requesting an advance the appropriate department employee must complete a travel authorization request form, signed by the student. Once travel authorization request has been approved the appropriate department employee will submit a check request with instructions on pick up or delivery of check.

### **Faculty/Staff Travel Advance Requirements:**

- 80% of travel expenses may be advanced however, NO ADVANCE less than \$100 will be made.
- Requests submitted for travel is an acknowledgement that there are sufficient funds in the budget to cover all expenses incurred.

**Disclaimer:** This guideline has been created to assist with processing travel. Changes in Policy will supersede this guideline. Some travel may require circumstances beyond those listed above. In those circumstances, or with any questions, please seek advice from the business office. Ernest Beasley ext. 3561, Lisa Lowhorn ext. 3586, Kim Butler ext. 4745.