

# Student Travel Request FORM

This student travel request form is to be completed PRIOR to travel. Please make sure you fill it out completely and return it to your unit's travel contact. Student travel guidelines follow the request for your convenience.

## Student Information

Name	PID	Job Title
Home Address	City	Zip

## Travel Information

\*If you are an international student who has not yet received a SSN, please submit a W-8BEN to your travel administrator with this form.

Conference Name or Purpose of Travel

Travel Destination	City	State	Country*
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\*For international travel, you must receive approval from the Global Travel Office by following the Request Approval instructions related to student type, as a first step before we can initiate any travel booking.

Date of Departure	Date of Return
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Will there be personal travel related to this request?

If yes, please detail what days are excluded from reimbursement

## Funding Information

What funding will be used to support this travel?

Business Unit	Fund	Source	Dept. ID	Project
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Are you utilizing funding from a training grant (T or F award)?

Will any expenses be paid by an outside party?

*Note: Preferred payment method for conference fees and memberships is a purchasing card (pcard). Reach out to your unit's travel contact for pcard information.*

Students may receive an advance for both domestic and international travel. Is an advance needed?

If yes, please indicate the number of days an advance is needed.

Daily Allowance Rates will be used to determine the advance amount. You can view the rates at the links below.

[Daily Allowance Rate Look-Up](#)

## Additional Information

Is there any additional information related to this request?

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I understand that this form will initiate the process for student travel. Although, we strive to provide funding where applicable to cover most costs, there will be times where the student will have to pay out of pocket and be reimbursed AFTER the trip. Failure to provide receipts will effect your reimbursement amount.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Student Travel GUIDELINES

All expenses paid out of pocket are eligible for reimbursement after the trip.

## Conference Registration

- Preferred payment method: Pcard
- Should be paid directly to the conference organizer using a pcard.

## Flights

- Preferred payment method: WebTravel-Central Airfare Billing System (CABS)
- Submitting the travel request (attached) to your travel contact will generate a CABS number.
- Your travel contact will provide you with an approved CABS number; instructions on how to book your flight will follow.
- Email your flight itinerary to your travel contact.

## Hotel

- Preferred payment method: It depends on the situation.
  - T&E Card: If your faculty mentor is attending the same meeting and has a T&E Card, they can use that card to pay for your hotel.
  - Travel Advance: We can request a travel advance from UNC for the cost of the hotel. The funds arrive as a paper check, approximately 5 days prior to the trip. You would need to reserve the hotel on your own credit or debit card and the advance funds are meant to give you funding to pay those charges once you check in to the hotel.
  - Pcard: We can submit a form to allow for charges to be paid by pcard. The required form must be submitted and approved prior to booking the hotel.
  - You can pay for the hotel on your own credit card and get reimbursed after the trip.
- Lodging with 3rd party vendors such as AirBnB or VRBO require a prior approval form. We are required to prove to UNC that this option costs less than traditional hotels, please submit the Non-Hotel Lodging form.

## Ground Transportation

- Preferred payment method: Personal credit/debit card
- Ground transportation expenses include the cost of getting from your home to RDU and back, as well as getting between the airport and hotel at your destination.
- It also includes the cost of parking your car at RDU.
- You should save receipts for all ground transportation (Uber, Lyft, Taxi, Shuttle, Subway, parking) and submit them for reimbursement after the trip.
- If the meeting is within driving distance, you're eligible for mileage reimbursement. A copy of the Google maps route should be included showing the most direct route with mileage.

## Meals

- Preferred payment method: Personal credit/debit card
- Travel Advance: We can request a travel advance from UNC for the daily allowance (formerly known as per diem). The funds arrive as a paper check, approximately 5 days prior to the trip.
- UNC does not reimburse for the actual cost of meals, rather they follow a daily allowance method and the amounts are set by the federal government and vary by location.
- More details here - <https://finance.unc.edu/services/travel-allowances/>
- You are **not required** to save receipts for the food you purchase since you receive allowance.
- The precise amount you claim depends on whether the meeting you're attending includes any meals as part of the registration. Also, you're only eligible to receive 75% of the daily allowance on travel days, regardless of your actual flight schedule.

## Miscellaneous

- Preferred payment method: Personal credit/debit card
- There are frequently other expenses associated with travel such as poster printing, baggage fees, in flight internet, etc.
- All those types of expenses are eligible for reimbursement after the trip. You must present receipts.

## How An Advance Works

If you receive an advance check, it must be reconciled after the trip, based in part on actual expenses. For example, you receive a \$1200 advance which is made up of \$1000 assumed hotel expenses and \$200 per diem. After the trip, you need to turn in the receipt for the actual hotel costs. If the cost is greater than what you were advanced, you'll be getting the difference as a reimbursement. If the cost is less than what you were advanced, you'll owe back the difference. However, your reimbursement will also include an accounting of expenses that can't be advanced (such as ground transportation and miscellaneous expenses).