

**Note:** Please plan ahead as approvals at each step may take up to a week to process

Fill out Travel Pre-Approval Form

* You will need:
	+ Details of the travel - including business purpose
		- Presenting research counts as the business purpose
	+ Funding sources
		- Professional Development Funds are available per academic year
			* Students need apply - faculty do not need apply
		- Funds from faculty members need the CFOP (University funding account) **number** and dollar amount they will cover
	+ LAS International Travel Request\*
	+ International Travel Insurance\* - MANDATORY
		- \*International travel only

Contact Business Office to arrange travel

* Things the Business Office can pay on your behalf
	+ Flights or scheduled trains/buses
	+ Hotels
	+ Registration/Membership Fees
* Funding must be on-record for anything the Business Office purchases for you
	+ Business Office will not book anything over the amount of funds committed already

Complete your trip

Submit Travel Reimbursement Form for expenses on trip

* Ride shares (need the to and from for each)
* Mileage if driving to location
* Per diem\*\*

\*\*Per diem

* Business Office needs:
	+ Start Date and time (closest 30 minutes - e.g. 10:30 am)
	+ End Date and time (closest 30 minutes - e.g. 9:30 pm)
	+ Any meals covered by conference/other (e.g. 2/15 lunch and dinner)

Summary

Fill Out:

* Before Travel
	+ Pre-Approval Form
	+ (LAS International Form)
	+ (International Insurance)
* After Travel
	+ Travel Reimbursement Form

Turn In:

* Receipts for registration costs
* Flight confirmations
* Hotel folio (itemized receipt from hotel received at check-out)
* Receipts for ride shares/trains/etc.
* Receipts for baggage/parking