Your Journey Through Department Travel

You've found a conference to attend, or you are traveling to collaborate on some research. The first things on your mind are how you are going to get there, what the place will be like, and if you know all the right things to pack. While we can't fill your suitcase, the Business Office* is here to help with the logistics of traveling on University business. There are a lot of rules and regulations, and we are experts on getting you where you need to go.

If at any point in the process you feel unsure or need help, please email us at psych-travel@mx.uillinois.edu or schedule a time with us to talk through things.

Pause before spending any money. Because of the laws and rules around using University money, it's important to follow the processes in place. It's much easier to follow the steps than try and fix things later.

**Business Office – the team of support staff who deal with finances, travel, and purchasing. Located on the 3rd floor of the Psych building, we're always happy to help answer questions. You can stop by, but if you need to book something, we prefer an appointment to make sure we're prepared.*

From the Beginning

The first step of the process is to talk to your PI or supervisor. You should decide together how much they will be funding and where the funding will come from. Here are a few things to keep in mind:

- Students receive Professional Development (PD) funds each academic year, but they must put in an application to get them. The amount is set each year based on the department budgets. More info **in Appendix A.**
- Some faculty will provide funding for costs not covered by PD funds. This is up to them on how much they can provide.

You do not need a CFOP** for Professional Development Funds – the Business Office has this number. You DO need a CFOP** for any faculty funds. Without a number, the Business Office can't verify which account to charge, and it may delay booking travel.

***CFOP/CFOAPAL – account number for University funds, structured as 1-XXXXXX-XXXXXX-XXXXXX. Stands for Chart – Fund – Organization – Account – Program – Activity – Location. These are how all University finances are tracked.*

Once you and your faculty member know how and what will be funded, it's time to fill out the approval forms.

Paperwork (and Why It Matters)

If you are traveling in the United States, you will need approval from the department to travel. This allows us to know funds are available and there is a plan to cover any duties you have. If you are traveling internationally, you will need approval from the department AND the college of Liberal Arts and Sciences (LAS). The LAS form is required by campus to pay for any travel. Part of the requirement is also having International Insurance. This keeps you safe when traveling abroad and is required by the University. The Psychology approval form asks you to attach proof of both the LAS approval AND International Insurance if going abroad.

SUMMARY:

- **DOMESTIC (USA) TRAVEL – PSYCHOLOGY APPROVAL FORM**
- **INTERNATIONAL TRAVEL – LAS APPROVAL FORM + INTERNATIONAL INSURANCE + PSYCHOLOGY APPROVAL FORM**
- **WITHOUT THESE FORMS, THE UNIVERSITY MAY REFUSE TO PAY EXPENSES**

Psychology Travel Pre-Approval Form – **Form Guidelines in Appendix B**

This form keeps all the information about your trip/conference in one place for the Business Office and allows the faculty member and administrators to review and approve the trip. It's our way of making sure everyone agrees to the trip and spending, and it keeps us organized when many people are traveling.

Each form is for one person going on one trip. If you are going to the same conference with others, each person needs a form to help us stay organized. If you go to a conference in August, then another in November, you will need a separate form for each. Going to two conferences in one trip? They *can* be combined, but it's always better to ask us first.

Form Approved, What Now?

You received the email that your travel was approved. Time to start booking flights, right? I bet there's a really good deal out there on a travel site. *Wait!* Your first action should be to email Psych Travel or schedule an appointment to talk through your plans. If you spend money first, you might not get it back.

The Business Office has access to travel booking and knows the rules we need to follow. The most helpful thing you can do is gather the following information and bring it to a meeting with the Business Office:

- How you want to get to the conference – train, flight, bus, etc.
    - We have to pick the most cost-effective means of travel
- Days and times you prefer to travel (e.g. morning or afternoon flight)
- Where you want to stay – most conferences have specific hotels noted as "conference hotels" on their website. These are usually the best option, but if there are other circumstances, we can work with that.
    - Some students want to split a room with another student to save money. Please reach out if you want to do this because it has special rules.
- Conference travel cannot be started earlier than 1 day before the conference starts or end later than 1 day after the conference ends

Booking Travel

Once you know how you want to travel, the next step is to schedule a time with us. You can send us your plans ahead of time for us to verify it follows all the rules, and when you meet with us we will use our department credit cards* to book what you need.

If you need to book things at different times, that's perfectly okay! You may need to book the membership or registration before submitting an abstract to present, then come back when it's been accepted and you know how you want to travel.

We can only use our credit cards up-to the amount you've been approved to use. If your combined budget with PD and faculty funds is $500, we cannot spend $500.01 on our cards. Even if we can't purchase it with our cards, it's still good to talk to us first so we can make sure there are no surprises when you go to request reimbursement.

**The card holder is responsible for anything put on their card. We ask for a lot of information because we can be held liable for anything that goes wrong when our department credit card is used.*

Here are a few common things the Business Office can book for you if the funding is available:

- Memberships (sometimes needed for member pricing on registration)
- Registration fees
- Flights
- Buses/Trains (usually to Chicago to fly out of O'Hare)
- Hotels

IMPORTANT: The Business Office will need any receipts for items charged to a department card. The University requires us to attach these as a digital record. Please forward any receipts to Psych Travel or the person who made the payment as soon as you get them; we have to upload these within 25 days of the purchase.

During Travel

Enjoy your trip! Keep receipts for any items you need reimbursed. Receipts need to show 1) the amount paid and 2) the payment method (usually VISAxxxxxxx1234). Physical or digital copies are both acceptable.

Ride shares (Uber, Lyft, Taxis) require us to know the to-and-from for each ride. For example, "from hotel to airport" is good. Upgrades like Uber Black/priority ride, etc., cannot be reimbursed. Max tip is 20%. Ride shares to personal meals or for personal travel are NOT eligible.

No need to keep individual meal receipts. We reimburse "per diem" (by the day) for meals and small costs incurred. The Business Office will need your travel start day and time (nearest 30 minutes) and end day and time (nearest 30 minutes), as well as any meals provided (like conference lunches, etc.). Travel days are reimbursed at a reduced rate.

When you leave the hotel, request an itemized folio (hotel receipt). It should list the room rate by day and have your name listed. The Business Office needs this whether you need it reimbursed or the Business Office paid.

SUMMARY:

- **RECEIPTS NEED $$$ AMOUNT AND PAYMENT METHOD**
    - **DIGITAL RECEIPTS ARE GOOD**
- **KEEP RIDE SHARE RECEIPTS AND NOTE THE START AND DESTINATION**
- **REQUEST YOUR HOTEL FOLIO WHEN CHECKING OUT**
- **NO NEED TO KEEP MEAL RECEIPTS**

Getting Home

When you get back from traveling, submitting your receipts may be the last thing on your mind, but don't procrastinate too long. The Business Office must have charges on their credit cards closed within 25 days, and reimbursements must be submitted within 60 days or they will be taxed. Make sure you send receipts and requests promptly, so the Business Office has time to do their steps. Remember, there are usually multiple people going to the same conferences, so the Business Office probably has a lot to process.

There is a reimbursement worksheet on the Psychology website that will help you and the Business Office keep track of what you're requesting. Fill it out and attach it, along with any receipts, to an email to the psych-travel inbox. Thank you messages are always appreciated!

Getting Paid (Reimbursement Software)

The University uses a software called Emburse to process payments and reimbursements. The Business Office will create a reimbursement report on your behalf, which will need your approval before going to Campus Payables (not part of Psychology). They will review the report for accuracy before processing the payment and may send the report back if there are errors. The Business Office will correct any mistakes before resubmitting the report. We will let you know if there is anything we need from you.

You will need access to Emburse for us to start the process. We try to set this up when you first join Psychology to save time, but we may not catch everyone. To start, you will digitally sign a security compliance form that states you will follow University policies on data security. Once you accept it, please let us know because we aren't notified. We request your access to Emburse which typically takes 1-2 days. Once you have access to Emburse, you can assign the Business Office members as delegates so we can create reports on your behalf.

So, what's the timing around getting paid? Please give the Business Office up-to a week to process the initial report as this is one small part of our total workload. Note that complicated reimbursements (personal time included, special requests, items not within policy) may take longer to create. We will let you know when the report is ready for you to approve. Once it moves to campus, we don't have control over timing. We can request it be expedited in emergencies, but it is up to Payables if they want to honor the request. Payables has a site where they note which reports they are working on – typically stated as "Reports submitted on XX day or before". Because they handle ALL of campus, they can be very busy.

Appendix A – Professional Development Funds

Professional Development funds are available to all PhD and MSPS students per academic year. The amount is based on department budgets and may change year-to-year. Once you want to use them, you will need to fill out an application *once per academic year*. Once you have been approved for the funds, the Business Office will track how much you've spent vs. how much you have remaining. If you don't spend the entire amount on one thing, you can use the remainder later in the academic year.

Applications open in August and close mid-May. Any remaining funds must be used by the end of June. PD Funds can be used for memberships, conference registration and travel, and seminars. We don't suggest buying physical items with PD funds because anything bought with them is University property and cannot be taken with you.

Appendix B – Psychology Travel Pre-Approval Form

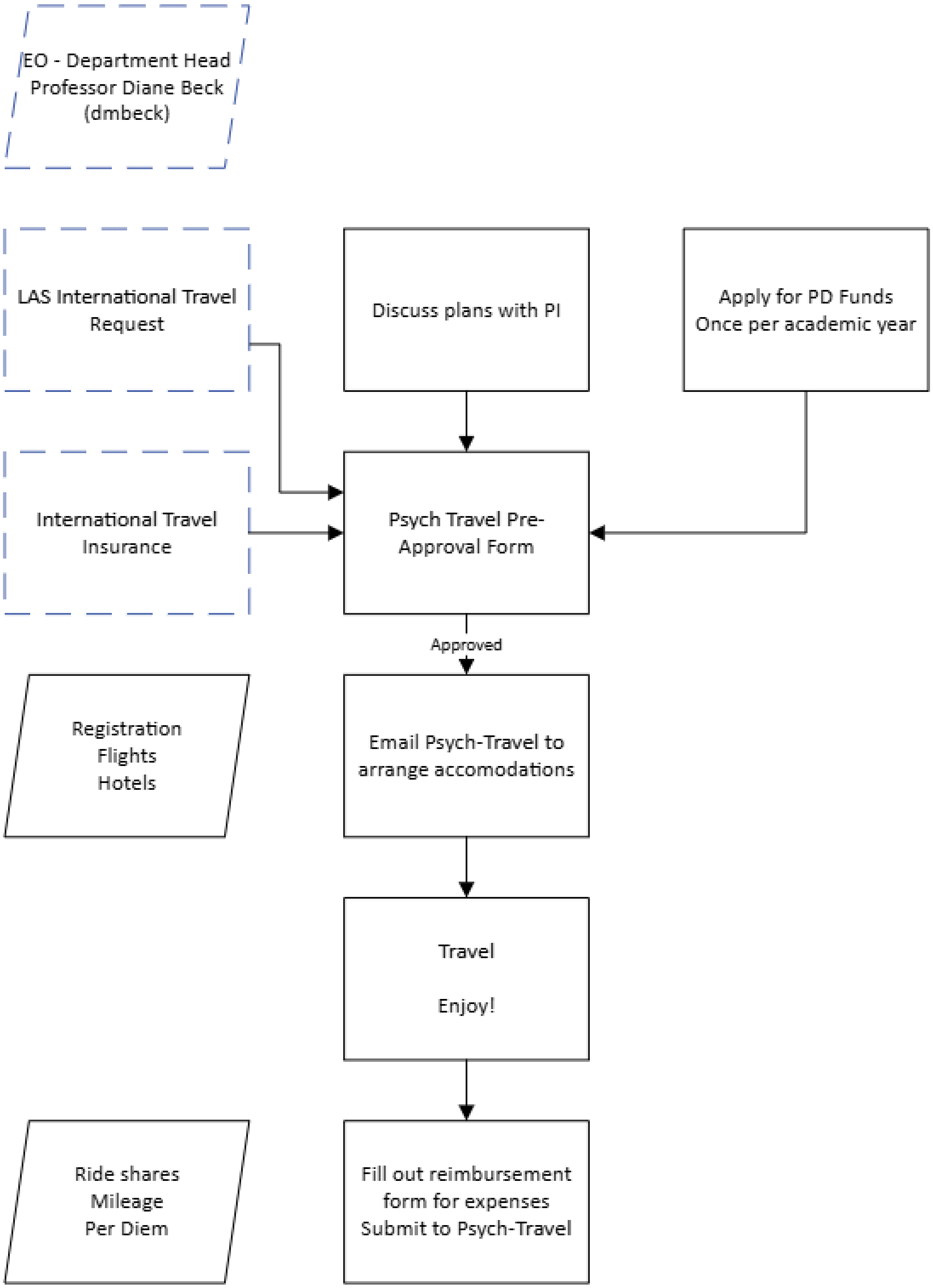
<u>Form Guide</u>

- Traveler Page
    - NetID/UIN (so we know who's traveling)
    - Role (important for routing the form)
    - Applied for PD funds? (A little reminder to apply if you haven't so you don't miss out on money)
    - Advisor NetID (important for routing the form)
- Travel Details Page
    - Travel Type
    - Conference Name or Name of Collaborators (please put the full name unless it is REALLY long)
    - Business Purpose (critical for justifying expenses to campus – presenting research counts as important)
    - International Travel (to check that you have the right forms)
    - Location (city and state – i.e. Chicago, IL)
    - Start Date
    - End Date
- Funding Page
    - Will University funds be used? (will only be No if the conference is paying all expenses or you don't want reimbursements)
    - Estimated Costs (helps faculty budget their expenses)
    - Funding Sources
        - Grant Fund (CFOP starts with 1-4xxxxx or 1-5xxxxx – usually from NIH/NSF/etc.)
- Duties Page (mostly to make sure classes are covered)
- Summary and Verification
    - Summary (double check information is correct)
    - Notes (anything weird about the trip or any concerns you have)
    - Verification (check the box and hit Submit)

You can always Save and Return Later at the bottom of each page if you need to pause or come back to the form later.

Form routes from traveler to faculty advisor to Associate Head of Grad Studies. If a grant fund is being used, it routes to our Grants team to verify any additional rules associated with that grant (grant money is extra strict) before going to the faculty advisor.

Appendix C – Process Flow Chart/Summary



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)

<u>Summary</u>
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