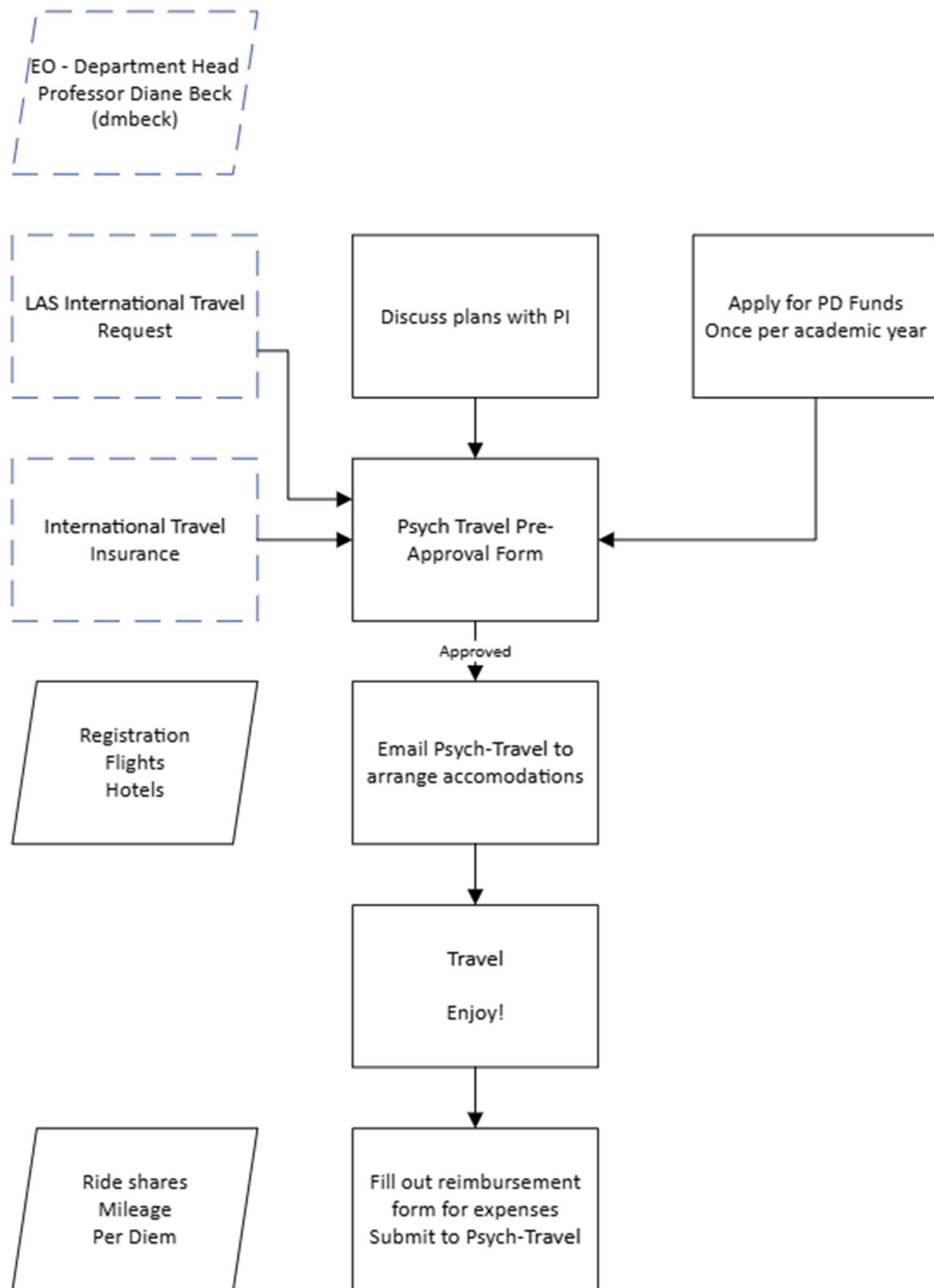


Psychology Travel Overview



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

Psychology Travel Overview

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