

Travel can be a powerful learning and leadership opportunity, but it requires advance planning and compliance with university policies. If your organization plans to attend a conference, retreat, volunteer trip, or any off-campus event using university-related funds or travel approvals, this checklist will guide you through the process from planning to reimbursement.

Know Before You Go:

Before making any plans, confirm that your organization has been awarded travel funds.

- Each organization may receive up to \$1,000 in travel funds per year from SFAB allocations. Your actual amount may be less and is outlined in your SFAB award letter.
- Do not assume you have travel funds. Confirm the Department of Laker Life your advisor or the before making travel arrangements.
- Agency and Foundation funds may be used to supplement travel (e.g., meals or other non-allocated expenses).

Pre-Pay and Reimbursements

Understanding pre-payments vs. reimbursements is critical to avoid personal expenses.

Expense Type	Payment Method
Lodging	Pre-paid with university purchasing card (student must have their own credit card for incidentals)
Conference Registration	Pre-paid by university purchasing card or reimbursed later to the student or organization.
Vehicle Rental	In-state: can be pre-paid. Out-of-state: must be paid upfront and reimbursed.
Mileage	Reimbursable with itemized trip details and receipts.
Meals	Not allowed with SFAB funds; may be reimbursed from Agency/Foundation funds at state per diem rates.

Requesting Travel

All travel paperwork and event information must be submitted at least 30 calendar days before travel or before the registration deadline, whichever comes first.

The following should be submitted to the Department of Laker Life to begin the travel process:

- ☐ Student Travel Agreement Form (Each student traveling needs to complete)
- ☐ Personal Health History, emergency Contact & Insurance Information Form (Each student traveling needs to complete)
- ☐ Driver Agreement (If applicable)
- ☐ Driver & Passenger Information (If applicable, only one needs to be completed)
- ☐ Itemized cost breakdown (Registration, Lodging, Transportation)
- ☐ Travel Manifest
- ☐ Conference/event website link with registration details

Important Note: Late or missing materials may prevent your trip from being approved or funded.

Reimbursements

All reimbursement requests must be submitted within 10 business days of your return.

- Submit all original itemized receipts.
- Fill out the correct reimbursement form:
 - Non-employee students: Use the Non-Employee Travel Reimbursement Form
 - Student employees: Submit through Employee Self-Service (ESS)

Important Note: Late or incomplete reimbursements may be denied.