

Student Group Advisor Travel Information

Tips for student travel:

- Know your students/groups and maintain good contact with them before and after the trip (especially if you are not accompanying them on the trip). You might select one responsible student to save all receipts and make sure all expenses are accounted for while on the trip.
- Be aware of their travel plans (know their itineraries and where they are staying and places they will be visiting).
- Please contact the Travel Office for help with quotes and reservations before you purchase anything on your own. There are certain receipt requirements that booking through online sites such as Expedia may not meet.
- Make sure you budget the trip as accurately as possible beforehand (keep in mind baggage fees, taxis, parking, tolls, entry fees, etc.). Any overspending (beyond the amount of the advance) will require fund approval from the appropriate budget authority prior to reimbursement (SOLF funds, in particular, may be limited).
- If you opt **not** to have a travel advance check processed prior to your trip, you will be reimbursed for necessary and appropriate expenses upon the group's return (and completion of all necessary paperwork is received by the Travel Office).
- Please be timely with your paperwork both before and after the trip takes place. Pre-travel paperwork takes time to go through the approval process, so please don't wait until the last minute – this will help save money and ensure that your advance check can be cut in time for your trip. Post-travel paperwork is due within 15 days of your return. Please contact the Travel Office if you are unable to have the paperwork complete in time.

Some things to be aware of when accepting a Travel Advance for student travel:

- The check will be made out in the advisor's name (checks will only be given to the person whose name is on the check).
- Be sure you are available to pick the check up in Accounts Payable before the departure date (checks not picked up prior to your trip will be voided, and you will be reimbursed upon returning from the trip and submitting all necessary paperwork).
NOTE: There is a space on the TAR where you can put the date you would like to pick the check up. Please utilize this space to ensure the check is ready when you need it.
- Since the check is in the advisor's name, ultimately it is the advisor's responsibility to make sure all funds are accounted for and any unused funds are re-deposited in a timely manner.