Travel Approval Process in brief <small>(Complete travel info is available here: http://web.uconn.edu/travel/policies.php)</small>

1. Fill out the Request for Travel Approval (https://secure.workflow.uconn.edu/opTravelRequest/) form and submit it. This form is required for *any* professional out of state travel and must be submitted before the trip with complete information. If you have any questions see Emily Jerome, ejerome@engr.uconn.edu, UTEB 462. When you hit "submit request," note your Document ID #. The approval process can take a week or more: please plan ahead. Unfortunately students aren't eligible for Bradley Airport Parking Passes despite the checkbox on the RTA form. The UConn Travel Guide states that instead "Students or those picking up arriving passengers should submit paid parking receipts for reimbursement."

2. To check if your travel has been approved, do a search in workflow (http://myworkflow.uconn.edu/) using your document ID #. For most US travel you need two levels of approval/acknowledgement from the Dept. Head and Dean. Foreign travel also requires Provost approval.

3. To apply for an advance you must ALSO send the approved Request for Travel Approval form to the address below with the completed Promissory Note (under "Pre-Trip", http://travel.uconn.edu/domestic.php). You can email a PDF, mail or fax it. If requesting an advance, include the completed Promissory Note
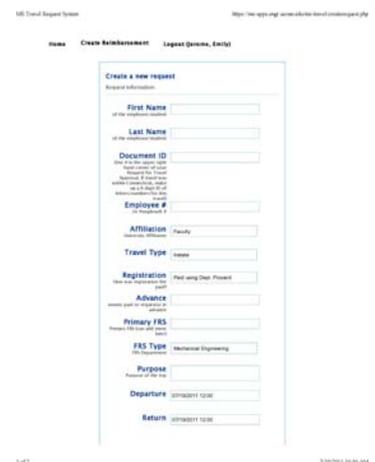   - Fax: 860-486-2089
   - Mail: Travel Department, U-6220

   (Note on advances: If you are a student pick up your advance in Accounts Payable up to 10 days before your trip- - Accounts Payable is on the 2nd floor of the Central Warehouse building).

4. Make your travel reservations, register, etc.

5. ## Enjoy your trip!

6. Record your reimbursable expenses at the ME-Travel Reimbursement page (https://me-travel.engr.uconn.edu/login.php) and submit. If you can't access the page, email Igor Parsadanov (igor@engr.uconn.edu). When a student submits a reimbursement request it must be approved by the advisor. When it is approved an email notification of the student's request will be sent to Emily Jerome.

7. As soon as possible after submitting your form, bring in a) a printout of the PDF cover sheet; b) your receipts; c) a copy of your approved Request for Travel Approval to Emily Jerome, UTEB 462. Please paperclip receipts, **don't use staples**, thank you! ☺

8. Receive an email that your reimbursement paperwork is ready, come to the office and sign your reimbursement paperwork.

9. Reimbursement checks are usually cut approximately 1 MONTH after reimbursements paperwork is signed. Please plan accordingly. If you are concerned about the length of time a payment is taking, check in with Emily Jerome at ejerome@engr.uconn.edu.

10. FAQs on Travel

Q. I'm a grad student who is eligible for the $1,000 Ph.D. Travel Fund Award. How do I apply?
A. Fill out the [Request for Approval of Funds on Doctoral Travel Funds](http://provost.uconn.edu/travel/index.html) form (http://provost.uconn.edu/travel/index.html). Print it, have your advisor sign it, and bring the form to Emily Jerome at UTEB 462. Check here for [more info on the PhD Travel award](#). **You must also submit the regular RTA form**. When the PhD Travel form is approved you'll receive notification. Check with Emily Jerome if you have concerns. Save a copy of your award application and award letter and submit them with your receipts.

Q. Do I have to stick to all the things I filled out on my Request for Travel Approval?
A. If you change details after being approved for your travel, you must [Revise an Approved Request](https://secure.workflow.uconn.edu/opTravelRequest/) (https://secure.workflow.uconn.edu/opTravelRequest/). Changes requiring revision include date changes, KFS account number changes, changes from the estimated expense to the total (for domestic travel, if the change is >$500 over; for foreign travel, if the total is >$1 over), changes to what expenses will be covered (adding "airfare"). This can slow down a reimbursement: if you know you have changes, complete the revision right away.

Q. What receipts do I need?
A. Save all original receipts for travel related expenses. The Travel Office will, in most cases, require some "original" receipt (not just printed email confirmations). Common problems include no boarding passes, no conference name tag, a hotel registration receipt that doesn't show the hotel was paid for (i.e., there is no information about how it was paid and there is a positive balance at the bottom), copies of receipts instead of originals (you keep the copies), airfare receipts without itineraries (showing just charges), receipts that are not itemized (the receipt must list what was purchased).
Most travelers are reimbursed "per diem" at a fixed rate per day for meal expenses. You can find the per diem rates for your destination [here](http://www.gsa.gov/portal/category/21287) (http://www.gsa.gov/portal/category/21287) (choose the state, then city, then look under "Meals and Included Expenses"). If you choose not to be reimbursed per diem, you must collect itemized receipts for all meals (receipts that show details of what you purchased, not just a total).

Q. What kinds of things **can** be reimbursed?
A. Airfare, trains, rental cars, subways, buses, cabs, mileage to and from the airport, hotel stays, per diem or receipted meals and tips, registration, baggage charges, equipment related to the travel.

Q. What *can't* be reimbursed?
A. You can't be reimbursed for out of state travel that wasn't approved, anything above economy class on a domestic flight and business on an overseas flight, alcohol, hotel stays beyond your approved travel time, full per diem on a day that the conference provides a meal as part of your registration, items without receipts (you can fill out a missing receipt form if necessary, available from the Travel Office).

Q. I don't want to wait so long to be reimbursed. Can the process be sped up?
A. The reimbursement process is slow, but there are three good options for reducing your out of pocket expenses for travel:
   1) REGISTRATION: have Kelly Tyler (UTEB 465) in the Mechanical Engineering office charge your conference registration directly to the KFS account.
   2) AIRFARE: If there are flight expenses, use the UConn Travel Services (http://travel.uconn.edu/index.php) booking agencies to charge your flight directly to the FRS account
      a. To use Orbitz to charge your airfare, email a request for Orbitz access (with your RTA attached as a PDF) to glenn.harzewski@uconn.edu or martin.dzenis@uconn.edu in the Travel Office. Use the sign-in information they give you to log in at https://www.orbitzforbusiness.net/Secure/OFBSignIn
   3) ADVANCE: Request an advance on your expenses by marking the advance section on your RTA. When it is approved, send it with the completed Promissory Note to the Office of Travel Services, U-6220. Make a copy and submit this form with your receipts after the trip.
      b. Travel advance is available for trips with an expense over $300. The amount available is the total amount of estimated expenditure minus registration and airfare charges multiplied by .75, e.g. a trip with est. total of $1000 ($500 airfare, $200 registration, $300 other) = advance of $225