

Title III Travel Request General Guidelines

Please familiarize yourself with these guidelines before starting application process

Air Travel

Personnel must make their own travel arrangements directly with the University's Travel Agency, Universal Travel (1-800-573-2916). Online tickets cannot be purchased nor approved through other travel agencies.

Reimbursements

You are encouraged to reserve a room in the hotel where the conference, workshop or convention of attendance will be held. The most economical reservations should be requested when selecting and reserving a hotel room. Personnel will be reimbursed for living expenses. Check requests cannot be processed to cover hotel costs in advance.

Reimbursements require original receipts for a refund.

Reimbursements will be made when all forms and receipts are submitted to the Title III Office. There will be no funds reimbursed without a pre-approved and signed Title III Travel Request Form. All expenditures should be listed on the Check Request Form. The information should be typed, dated, and signed prior to submission.

Reimbursements for changes in pre-approved air travel, hotel movies, and room service ARE NOT given by the University.

Personnel should submit a report of expenditures no later than one week after the travel activity. The University Check Request should be used to report the expenses of transportation, lodging, and other items and must be documented.

Reports of travel expenditures will be audited and appropriate adjustments will be made before being submitted to the Office of Grants and Contracts. An agenda, program and report on all conference sessions attended must be submitted with the signed check request.

The traveler's signature is the only signature required (requested by). Allow four weeks after the Check Request is approved for reimbursement.

Individuals cannot pick up checks from the Accounts Payable Office. Reimbursement checks are to be issued by the Title III Office only and require verification prior before being released.

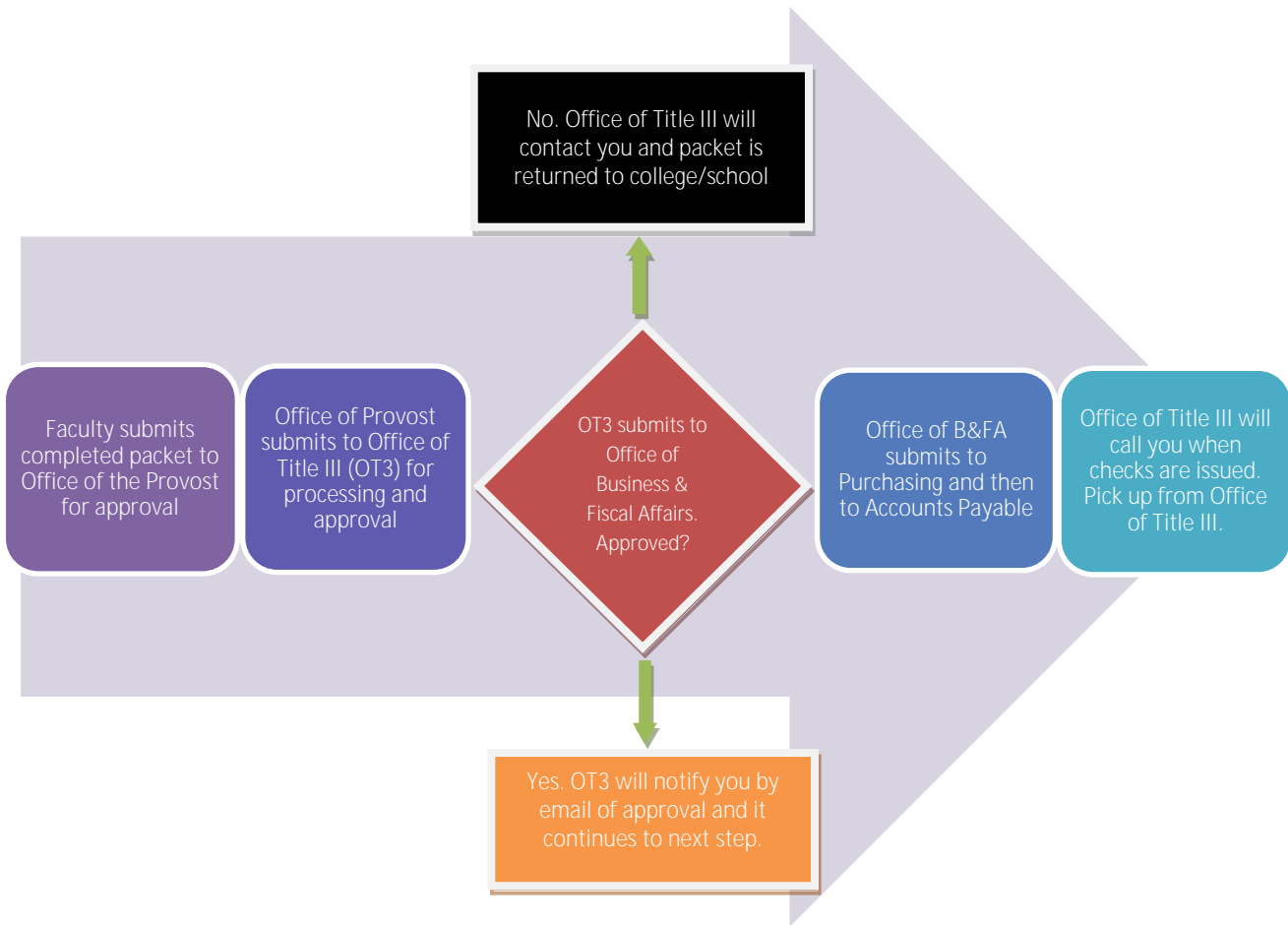
New & Updated Travel Guidelines

Faculty members who have been awarded external grants with travel funds should use those funds. Travel will not be approved if funds are available from other sources.

Airline tickets must be purchased through Universal Travel. Reimbursements for tickets purchased

Report Guidelines

Review and Approval Process



Please allow at least three (3) weeks processing time. The sooner you start the process the better.

Additional Information

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