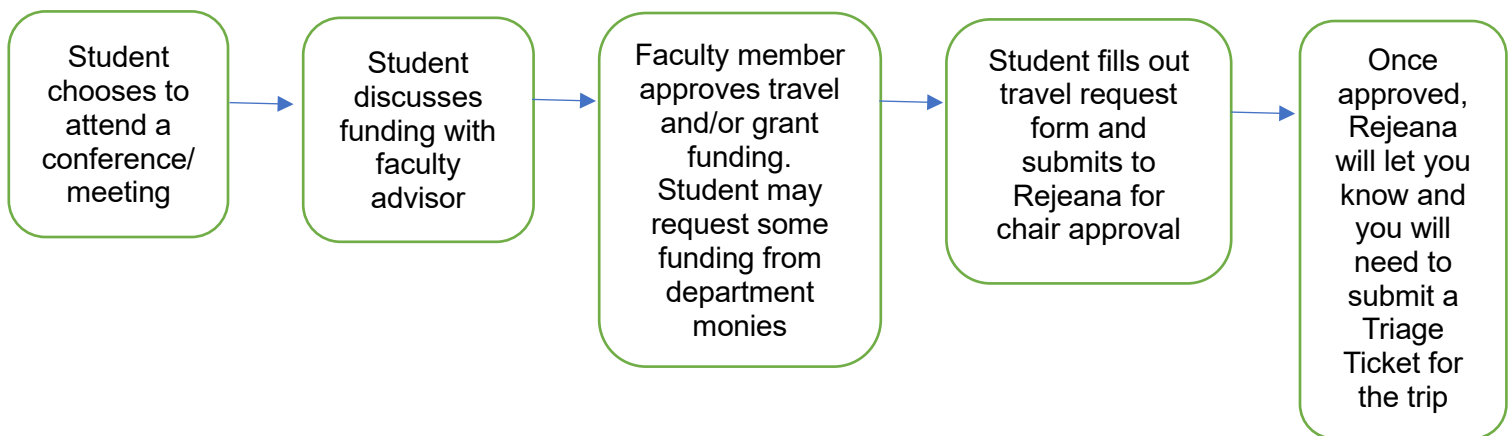


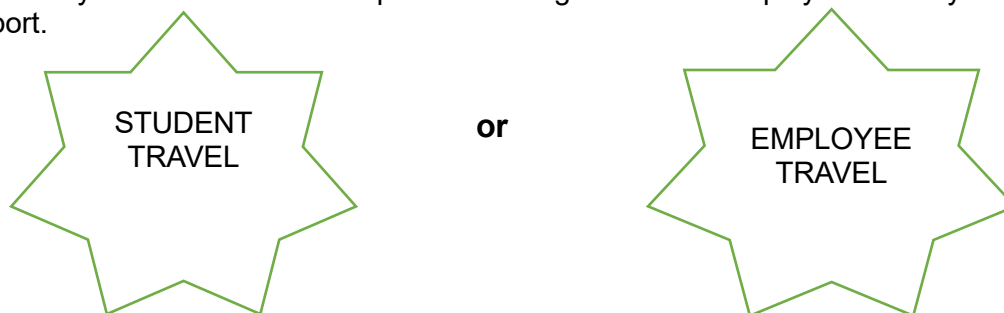
## Graduate Student Travel Instructions and Tips

Read this information well in advance of making any plans to travel. Our goal is for grad students to pay as little as possible out of pocket for conference travel because reimbursement can sometimes take a long time. Following these instructions will help reduce out of pocket expenses.

- ✓ Identify a conference and discuss attendance with your advisor.
- ✓ Discuss with your advisor if they will fund all or part of the trip.
- ✓ Fill out a **Graduate Student Travel request form** and turn it in to Rejeana after the discussion with your advisor. The Math Department has limited funding available to assist with travel, your best option is funding from your advisor. Note: to receive department travel support you must be presenting and students usually can only have one department travel award per fiscal year.
- ✓ Once Rejeana has confirmed funding to you, you need to open & submit a travel triage ticket. <https://resources.as.uky.edu/business-center-forms> Make sure to “associate” your faculty mentor with the travel ticket. If the conference is outside of the USA, you will need to register the international travel with UK. The triage ticket will have instructions added in the notes about this process.

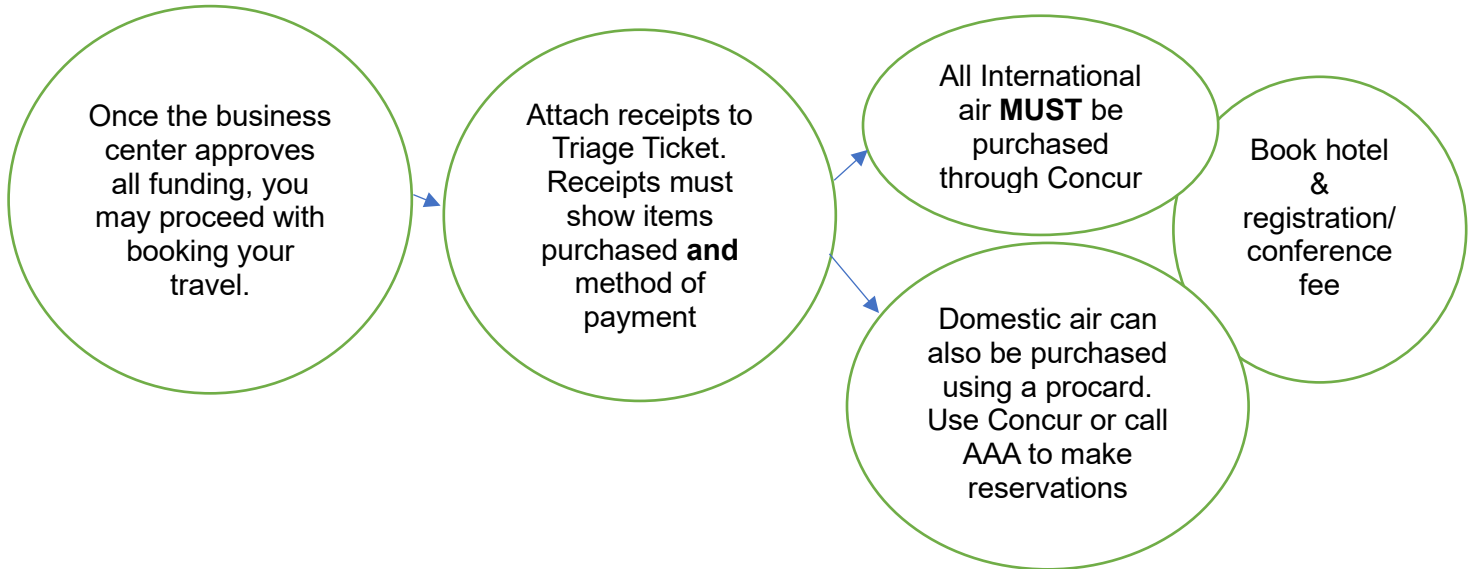


- ✓ Before you can use the department credit card (“pro-card”), the following needs to happen: on the travel ticket your mentor will indicate their funding support. For example, “Mathematics will cover \$200 of this travel” and your mentor will indicate “my grant will cover the balance of the travel.” Then Linda Elmore in A&S Business Center will indicate that “funds are available/funds are confirmed.” Your trip will be designated as “**student travel** –personal benefit or area of interest for the student” or “**employee travel** – professional benefit for either the student as an instructor, or present/collaborate/research in area of study to benefit the department.” If “student travel” you will submit all receipts to the Triage Ticket. If “employee travel” you will submit a Concur Report.



- ✓ Once the funds are confirmed you can start booking your travel. You should use a Pro-Card for: Conference Registration, Airfare, and Hotel. To get the pro-card information, you can ask Rejeana or contact the Business Center (their information will be in the Triage ticket).
- ✓ Make sure to upload your receipts to the travel triage ticket. **Receipts must show item(s) purchased, amount(s) and method of payment.**
- ✓ Airfare must be purchased through either Concur (myuk) or by calling AAA 859-323-5354 or Avant Travel at 859-233-0000. Again, the business office will provide you with a Pro-card or you can ask Rejeana to use her card.

- If personal travel is associated with the trip, obtain a cost comparison for the flight (This means that you need a PDF of the ticket prices from Concur for the days just covering the business portion of the trip. Make sure to upload this to the travel triage ticket) and confirm it is valid with the Business Office. You can only use the Pro-card to purchase the flight if the flight with personal travel is of equal or lesser value than the cost of the flight for just the business days. Make sure to upload the receipt to the travel triage ticket.
- If the cost of the flight with personal travel is more than the cost of the flight on just the business days, then you must use a personal payment method. After you return from the trip, you will be reimbursed up to the cost of the business portion of the flight. For example, if purchasing a flight for just the conference costs \$500, but the flight with personal travel costs \$600, you will be reimbursed for \$500. Again, when purchasing tickets obtain the cost comparisons from Concur.
- ✓ Hotel booking. If you are staying at an Airbnb, just enter the provided pro-Card information when booking. Make sure to upload the receipt to the travel triage ticket. If you are staying at a hotel, enter the pro-Card information when making your reservation. Then, contact the designated person shown on your Triage Ticket in the Business Office and they will coordinate the credit card authorization so the room and tax will charge the Business Center pro-card. This will allow you to charge the hotel stay to the pro-card without having a physical copy of the pro-card. \*Note, you will still need to provide the hotel with a personal credit card in the event of incidentals. When checking out, make sure the hotel is charging the University's pro-card for the room and tax and not the personal credit card you provided them. If incidentals are charged to your room, those will go on your own credit card.



- ✓ During your travel, collect and scan any receipts related to airport parking, checked luggage, Uber rides, or other incidentals. Attach all receipts to your Triage Ticket. **Receipts must show item(s) purchased, amount(s) AND method of payment.** Food is reimbursed via daily per diem or up to the amount approved. See (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) for the per diem rate by city. \*Note, the per diem rate is probably more than you will spend on food per day. You should discuss with your mentor their policy on meal reimbursements. For example, you may be asked to keep track of food costs and then to only request reimbursement up to what was spent. This is important because it saves money on the grant that can be used for other expenses. If you are asking for the department to help with food expenses, turn in receipts to Rejeana and she can assist with meal reimbursement.
- ✓ Upon return from your trip, you will fill out a Concur report (via myuk) to be reimbursed for your remaining expenses (food and other incidentals). The math department and business office both host Concur Labs. If you would like help filling out the Concur report, attend the next open lab.

