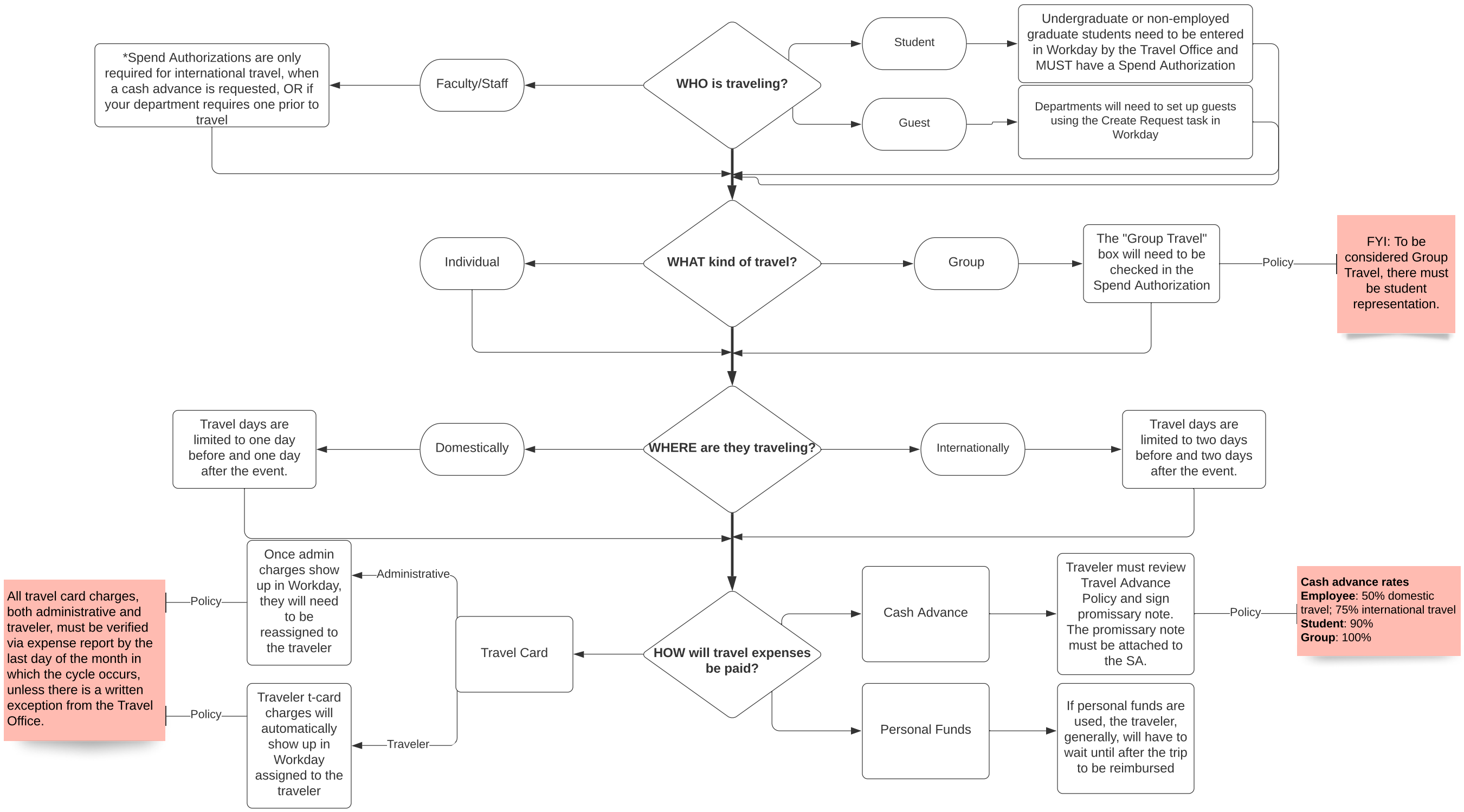


The Travel Process: Pre-Departure



*Spend Authorizations are only required for international travel, when a cash advance is requested, OR if your department requires one prior to travel

Faculty/Staff

WHO is traveling?

Student

Undergraduate or non-employed graduate students need to be entered in Workday by the Travel Office and MUST have a Spend Authorization

Guest

Departments will need to set up guests using the Create Request task in Workday

WHAT kind of travel?

Individual

Group

The "Group Travel" box will need to be checked in the Spend Authorization

Policy

FYI: To be considered Group Travel, there must be student representation.

WHERE are they traveling?

Domestically

Internationally

Travel days are limited to one day before and one day after the event.

Travel days are limited to two days before and two days after the event.

HOW will travel expenses be paid?

Travel Card

Cash Advance

Personal Funds

Once admin charges show up in Workday, they will need to be reassigned to the traveler

Traveler t-card charges will automatically show up in Workday assigned to the traveler

Traveler must review Travel Advance Policy and sign promissary note. The promissary note must be attached to the SA.

If personal funds are used, the traveler, generally, will have to wait until after the trip to be reimbursed

All travel card charges, both administrative and traveler, must be verified via expense report by the last day of the month in which the cycle occurs, unless there is a written exception from the Travel Office.

Cash advance rates
Employee: 50% domestic travel; 75% international travel
Student: 90%
Group: 100%