

SUBMISSION INSTRUCTIONS_BEFORE TRAVEL OCCURS

The *TAR* and *Student Off Campus Travel Form* must be completed PRIOR to Travel. Both forms must be uploaded & submitted via InfoReady.

TRAVEL APPROVAL REQUEST

Please complete the following:

- Traveler's Name
- Department Name
- Est. Departure Date/Time (m/d/yyyy h:mm am format)
- Departure Location
- Est. Return Date/Time (same format)
- Destination
- Passengers
 - If there will be any other person accompanying the Traveler.
- Purpose of Travel
- Conference Name & Amount
- Hotel Name & Amount
 - Only if your travel requires overnight stay; if you have not yet booked the hotel please give your best cost estimate.
 - Reimbursement should be requested ONLY if it is in the Traveler's name.
- *Number of 24hr Periods will calculate from Est. Department Date/Time & Est. Return Date/Time*
- Airline Name & Amount
 - Only if travel requires air travel.
- Personal Vehicle
 - Estimated number of miles round trip; reimbursement should be requested ONLY if the Traveler is the driver and driving their own car.
- Taxi/Tolls/Parking (estimate)
- Other (any additional costs associated with the travel)

Review the Travel Approval Request and make sure ALL of the items above are complete and the costs are calculating correctly. **Please print, sign and date the form under "Traveler's Signature" and have the Department Chairperson sign and date. Scan the TAR onto a computer, save, and upload into InfoReady.** **If any part of the form is incomplete the application will be rejected and you will be asked to fix the problem and resubmit.*

STUDENT OFF CAMPUS TRAVEL FORM

Please complete the following:

- Department of
- Date
- The following student(s) will be participating in a
- Student(s) will be participating in/attending

Review the Student Off Campus Travel form and ensure all items listed above are complete. **Please print and sign under "Signature of Student/Date."** **Scan the form onto a computer, save, and upload into InfoReady.** **If any part of the form is incomplete the application will be rejected and you will be asked to fix the problem and resubmit.*

We will not do 2nd party reimbursements. The student must personally make all purchases. Keep all receipts from your travel. **Original receipts** along with the original conference agenda/itinerary must be submitted with the Travel Expense Report AFTER your travel is complete. You are required to complete and submit the TER for reimbursement within two weeks after returning from your travel.