

UNIVERSITY TRAVEL

Supporting Documentation

ADVANCE REQUESTS:

LOCAL TRAVEL (Within 50 miles of UDC)

For Faculty & Staff

- Direct Voucher Request Form (Form-440)
- Conference Info/Itinerary
- Registration / Conference Fees Form
- No Per Diem for Local Travel

For Students

- Direct Voucher Request Form (Form-440)
- Conference Info/Itinerary
- Registration / Conference Fees Form
- No Per Diem for Local Travel

OUT OF TOWN TRAVEL (Over 50 miles from UDC)

For Faculty & Staff

- Request and Authorization for Travel Form
- Registration/Conference Fees form referencing cost and payment deadline
- Conference Info/Itinerary/flyer (location and dates)
- Hotel reservation/confirmation (rate and taxes)
- UDC-Exceeding Per diem form (if applicable)
- Airfare quotes or receipt
- GSA per diem printout – gsa.gov
- MapQuest (mileage only) (if necessary)
- List of Attendees (For Athletics Dept.)
- Inter-Department required documents (For Athletics Dept.)

- Direct Voucher Request Form (Form-440)
- Registration/Conference Fees form referencing cost and payment deadline
- Conference Info/Itinerary/flyer (location and dates)
- Hotel reservation/confirmation (rate and taxes)
- UDC-Exceeding Per diem form (if applicable)
- Airfare quotes or receipt
- GSA per diem printout – gsa.gov
- MapQuest (mileage only) (if necessary)
- List of Attendees (For Athletics Dept.)
- Inter-Department required documents (For Athletics Dept.)

For Students

UNIVERSITY TRAVEL

Supporting Documentation

REIMBURSEMENT REQUESTS:

LOCAL TRAVEL (Within 50 miles of UDC)

For Faculty & Staff

- Direct Voucher Request Form (Form-440)
- Mileage Reimbursement Form
- Conference Info/Itinerary
- MapQuest (mileage only) (if necessary)
- Receipts for all payments being claimed.

For Students

- Direct Voucher Request Form (Form-440)
- Mileage Reimbursement Form
- Conference Info/Itinerary
- MapQuest (mileage only) (if necessary)
- Receipts for all payments being claimed.

OUT OF TOWN TRAVEL (Over 50 miles from UDC)

For Faculty & Staff

- Travel and Related Expenses Voucher Form
- MapQuest (mileage only) (if necessary)
- Registration/Conference Fees receipt
- Conference Info/Itinerary
- Hotel Receipt
- Airfare receipt
- GSA per diem printout – gsa.gov
- Receipts for all payments being claimed.
- List of Attendees (For Athletics Dept.)
- Inter-Department required documents (For Athletics Dept.)

For Students

- Direct Voucher Request Form (Form-440)
- Hotel reservation/confirmation
- Registration/Conference Fees receipt
Conference Info/Itinerary
- Hotel Receipt
- Airfare receipt
- GSA per diem printout – gsa.gov
- Receipts for all payments being claimed.
- List of Attendees (For Athletics Dept.)
- Inter-Department required documents (For Athletics Dept.)

UNIVERSITY TRAVEL

Supporting Documentation

PROCEDURES

Travel Advance requests

- Submissions – to Finance – at least 30 days in advance
- When submitting multiple travel advance requests, each travel advance should include separate back up documentation (not one set for 5 travelers)
- If a travel advance is requested, University PCARD should not be used during the trip.
- If choosing non reportable per diem, no meal receipts are required.
- If choosing reportable per diem, itemized meal receipts are required

Travel Reimbursements

- All Travel Advances should be closed out within 7-10 days of return.
- If multiple travel reimbursements are not closed, you may not receive future travel advances.
- All receipts should be taped to blank paper for scanning process.
- Each trip is to be reconciled separately.
- Reimbursements to the University should be via money order or bank certified check.