

Student Org Travel in the College of Engineering

TIMELINE OF STEPS FOR STUDENT ORGANIZATION TRAVEL

6 weeks prior to the trip

Fill out the Student Organization Travel Google form.

Reach out to Alexandra Corbett (acorbe11@uncc.edu) to schedule a meeting to discuss your travel.

Fill out the spreadsheet for student travel that is sent to you.

5 weeks prior to the trip

Ask your department chair(s) for funding for your travel.

Meet with Alexandra to discuss your travel in detail.

Alexandra will submit Travel Authorization forms for your party.

4 weeks prior to the trip

Receive confirmation that your Travel Authorization forms have been approved.

Book hotels, flights, and registration. Be clear about who is paying for this (students vs departments vs the college) before booking.

The week of the trip

Go on your trip! Be sure to represent the university well and save receipts from any transaction for which you wish to be reimbursed. Receipts should have the date and time of the transaction, the payment method, and the last four digits of any debit or credit card that was used.

The week after the trip

Meet with Alexandra to discuss Travel Reimbursement.

Email receipts to Alexandra for all of the costs for which you wish to be reimbursed (acorbe11@uncc.edu).

Alexandra will submit a TRER (travel reimbursement form) for all of the members of your party.

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GETTING STARTED

1. Fill out the Student Organization Travel Intake Google Form here with your travel information: <https://forms.gle/hoFzjeuFAggiruid6>.
2. Reach out to Alexandra Corbett (acorbeII@uncc.edu) to schedule a meeting to discuss your travel.
3. Fill out the spreadsheet for student travel that is sent to you.

WHO PAYS FOR WHAT?

The College can help to pay for the following expenses up front:

- Flights
- Hotels and overnight accommodations
- Registration fees

You must pay and be reimbursed for the following expenses:

- Taxis, Ubers, buses, and other ground transportation
- Meals
- Unexpected travel costs

STUDENT TRAVEL DOs

Begin the process of preparing for travel and getting authorization at least six weeks prior to your trip.

Get Travel Authorization before making any bookings or reservations regardless of who is paying for the travel.

Save receipts from every transaction you make for which you wish to be reimbursed.

Ask for clarification and help if you are uncertain about any of the steps or procedures. (Contact: Alexandra Corbett, acorbeII@uncc.edu, 704-687-8244.)

STUDENT TRAVEL DON'Ts

Do not make any bookings, reservations, or spend any money on your travel before you have received confirmation that your Travel Authorization has been approved.

Do not pay for another student's expenses.

Do not book accommodation to stay overnight in lodging other than a hotel (such as an AirBnb or VRBO) if you have not first received confirmation that your Third Party Lodging Authorization form has been approved.

WHY IS THIS IMPORTANT?

If you do not follow the proper procedure for travel authorization, payment, and reimbursement, this can cause significant delays in your travel being authorized or in your travel being reimbursed. Being sure that you are completing each step correctly can save students from having to wait multiple weeks to be reimbursed for their travel expenses.

Even if your student organization is paying for the travel entirely on its own with no plans of asking for reimbursement, receiving Travel Authorization before your trip is still mandatory as you will be representing the university and it insures you as a traveler.