

GG Student Travel Checklist - Nonemployee

Grad Travel Request Form

- Complete **THIS** 'GG Student Travel Request' with help from PI
- Download, Fill out, rename, and save (last name Travel Request – trip name – trip date)
- Email form to PI & Travel Coordinator (gg-travel-forms@utah.edu)

Register for a Conference

- Pay for the conference or use the department travel coordinator's T Card
- If using the T Card, on your laptop, start conference registration
- Bring laptop to Travel Coordinator to complete payment
- Email receipt to Travel Coordinator

Concur Travel Request

- Bring Driver's License and/or Passport to Travel Coordinator
- Have expense estimates for flight, hotel, and/or car rental available
- **With** Travel Coordinator, create a new travel request on **their** Concur account

Book a Flight

- On own, collect flight options from internet or Concur (Delta, Southwest & United are preferred)
- If traveling with others, coordinate flight plans
- **With** Travel Coordinator, book flight through **their** Concur account
- International travel needs to be done through Christopherson Business Travel
- Complete International Travel Insurance forms when email is sent

Reserve a Hotel and/or Car

- On own, search and collect hotel/car options
- If traveling with others, coordinate hotel plans
- Book hotel/car on own
- If sharing a room, do one of the following upon checkout:
 - . Have one person pay for everyone (preferably a grad employee)
 - . Have the hotel split payment and everyone pays for their own (not all hotels do this)

Reimbursement - Complete within **2 weeks** of travel ending

- Upload receipts (includes: business name, date, itemized, payment method)
- Email or bring the following to Thea Hatfield in FASB 383
 - 1) GG Student Travel Request (if misplaced, see travel coordinator)
 - 2) Receipts (hotel, ground transportation, etc.)
 - 3) **W9** or **W-8BEN** (international students)