GG Student Travel Checklist - Nonemployee

Grad Travel Request Form
- Complete **THIS** 'GG Student Travel Request' with help from PI (required: activity/project #)
- 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 on own 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 laptop, Driver's License and/or Passport to Travel Coordinator
- Have expense estimates for flight, hotel, and/or car rental available
- Create a new Travel Request in Travel Coordinator's Concur
- International Travel Requests need to be completed at least 3 weeks prior to trip

Book a Flight
- On own, collect flight options from internet or Concur (Delta, Southwest & United are preferred)
- If traveling with others, coordinate flight plans
- Book flight 1) **with** Travel Coordinator from the Travel Request in their Concur 2) outside of Concur with own credit card
- Complete International Travel Insurance forms found **HERE**

Reserve a Hotel and/or Car
- On own, search and collect hotel/car options
- If traveling with others, coordinate hotel plans
- Book hotel/car outside of Concur with own credit card
- 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** (if domestic student) or **W-8BEN** (if international student)