**STEPS TO TRAVEL**

#1 Seek Funding
We may request this by form or email depending on the time of year and what it is for.

#2 Submit a Travel Authorization
This does not approve you for funding but to travel and to be insured by the University.

#3 Prepay Expenses
Contact or come by the History office for staff assistance to pay these expenses with the department credit card.

**Transportation**
- Contact a travel agency or the company to book your airfare, train, bus, and rental car.
- Contact the dept to pay these expenses with the dept credit card.

(see Google Doc Travel for further instructions)

**Registration**
- Logon to a computer in the staff offices to register and pay fees with dept credit card.
- Or, pay for it on your own & turn in the receipts for early reimbursement.

(see Google Doc Travel for further instructions)

**Lodging**
- Book your hotel and fill out the “Hotel Reservation Paid by Pcard” Google form.
- Contact LaTonya for foreign and third party lodging.

(see Google Doc Travel for further instructions)

Continue
#4 Have a safe travel!

Come by the office to pick up an envelope before you leave. Keep all receipts in your travel envelope.

#5 Turn in Receipts

All receipts need to show the amount, date, description, and that it was paid. List by category.

Transportation
- Print your mileage through Google Maps (see Google Doc example and instructions)
- Turn in receipts for baggage, parking, gas, rental car, tolls, taxi, shuttle, subway, & train fares.
(see Travel envelope for further details)

Other Expenses
- Turn in your hotel folio with a zero balance
- Turn in receipts for internet, phone, passport photocopy, & entry fees
- Meals are paid by a per diem rate. No receipts needed. Let us know what conf meals you attended.
(see Travel envelope for further details)

Other Info Needed
- Need a copy of a conference document with your name listed
- Provide a list & translations for foreign receipts (we will convert)
- Provide detailed info for expenses with no receipts (see Google Doc instruct.)
(see Travel envelope for further details)

Done!

Once we package up your receipts, we will email you the “Travel Reimbursement Request” form to print, review, sign, and return to our office for further processing.