

- **Airline receipts** – When purchasing tickets via the internet, the confirmation must indicate that the tickets “have been charged” to a charge card. If this is not available, a credit card statement must be provided to indicate that the tickets have been paid for, along with a copy of the itinerary showing the passenger name.
- **Registration and conference fee** – A brochure showing the opening and closing dates of the function is required along with original receipts.
- **Parking/garage fees** – Claims for parking/storage must be supported by a receipt.
- **Telephone/internet charges** – Business or academic related telephone and internet charges are reimbursable if documented by receipt.
- **Checked baggage fees** – Fees for checked baggage are reimbursed with original receipts.
- **Gasoline** – Travelers using rented vehicles, or any vehicle that is not owned by the traveler, may not claim mileage. Submit original gasoline receipts showing the date of purchase, name of the vendor, license plate number of the vehicle and the total amount paid.
- **Rental vehicles** – Submit the original rental agency statement showing the dates of use and total cost.
- **Rented aircraft** – Contact the GPSC Travel Grants Director.

NOTE: If the original receipt is lost or destroyed, submit a photocopy of the receipt with the statement, “Treat as Original.” The photocopy must be signed by the student and approved by the department head. If a photocopy is not available and a copy cannot be obtained, submit a copy of the canceled check or credit card receipt, and a letter of explanation approved by the department head. The letter must contain the name of the student, the dates of the expense, the name, address and telephone number of the business, cost per night, if lodging, the total cost, etc., and the reason(s) why an original or photocopy of the receipt is not available.

Foreign Expenses

Foreign receipts – It is the traveler’s responsibility to convert foreign receipts into US dollars; the exchange rate used must be shown on the Travel Expense Report. When submitting foreign receipts the following must be documented on the face of the receipt: (a) The exchange rate; (b) what the receipt is for; and (c) the amount in US dollars. **For foreign currency exchange fees**, submit original receipts showing the amounts exchanged and the fee charged.

****If you are requesting funding for foreign travel, excluding Canada and Mexico, you must obtain Travel Authorization, if required by your School or Department.****

**Graduate and Professional Student Council
Student Union Memorial Center, Room 323
Phone: 520.626.6144
Fax: 520.626.6116
gpscgrant@email.arizona.edu**



GPSC Travel Guide

This brochure contains information that reflects and supplements information on the University of Arizona Travel policies and procedures. For more information see the FSO Travel web pages at:

<http://fso.arizona.edu/travel.html> or call (520) 621-9097. You can also contact the GPSC Travel Grants Director at gpscgrant@email.arizona.edu or call (520) 626-6144.

Any travel approved by the GPSC or conducted using GPSC funds is subject to the policies and regulations of the FRS Departmental Manual.

The FRS Departmental Manual is the authoritative source of the policies, procedures, forms and reports used by University of Arizona departments in carrying out their functions related to the administration of overall financial matters.

Before the Trip

Authorizing the Trip

Submit a **Travel Authorization** form to your school or department prior to all official University travel, even if travel expenses will not be charged to the University. The Travel Authorization form must be signed by the traveler's supervisor or an individual authorized to sign on the supervisor's behalf. School or department authorization indicates that travel has been authorized, adequate funding is available and exceptions to travel policy have been approved.

Note: Not all departments require travel authorization for the type of travel you will be conducting. Please consult the specific requirements of your school or department.

Funding the Costs of Travel

The GPSC provides limited funds and your travel expenses will likely exceed those funds. The GPSC does not guarantee that you will receive the approved funds prior to your travel dates. You are strongly encouraged to seek other sources of funding well ahead of your travel dates and to ensure that you have sufficient funds to support your travel.

Note: You must be the payer (i.e., the person by whom a bill or note has been or should be paid) for all items of expense for which you requested funds.

Non-Reimbursable Expenses

GPSC funds can be used only during the time the traveler is conducting university approved activities. Funds are not available for the following:

- Personal Purposes – when extending an approved University trip for personal purposes.
- Travel expenses for family members unless there is a compelling business reason.
- Personal phone calls or movies.
- Costs for personal accident, medical insurance, and collision damage insurance waiver (CDW) included in the car rental agreement; travel insurance or medical insurance are personal expenses.

Document Exceptions

Travel involving the following, regardless of the source of funding, must be explained and approved on the travel authorization form:

- Long term travel status (30+ days)
- Personal time taken in combination with travel
- Use of airfare other than coach/economy
- Use of private, chartered or rented aircraft or a rented motor vehicle
- Vehicle taken out of state
- Lodging charges in excess of established policy limits
- Foreign travel, excluding Canada and Mexico, on state accounts.

Per Diem

Per Diem includes meals and incidentals. Incidentals may include expenses such as laundry, dry cleaning, magazines, newspapers, personal telephone calls, and tips for food services, maid service or room service. These cannot be reimbursed separately.

After the Trip

Within ten (10) working days after the completion of a trip, complete a **Travel Expense Report**, itemizing expenses and per diem claims for each day. Attach original receipts, including a **receipt envelope**, when required.

Failure to submit the required documentation may result in the rescission of GPSC funds and make you ineligible for future GPSC fund support.

Submit the (1) Travel Expense Report and (2) original receipts to the GPSC Travel Grants Director's Office at Room 323, Student Memorial Union.

- **Lodging receipts** – Lodging must be with a commercial establishment. The original itemized receipt is required, showing the establishment's name, address, telephone number, the dates of lodging, daily room charges and single room rates if more than one person is occupying the room. A credit card receipt is not adequate.
- **Designated lodging** – A copy of the conference brochure must be submitted showing the site of the designated hotel and the cost per night.