

Airfare- When purchasing tickets via the internet, the confirmation or receipt must indicate the name, itinerary and that the tickets have been paid for.

Lodging- The original itemized statement from the hotel/motel with the following information: hotel/motel name, address and phone number, the dates of lodging, daily room charges or single room rates if more than one person is occupying the room. A credit card receipt is not adequate.

See “Sharing Expenses” PDF if you are sharing a hotel room.

Per diem receipts- Receipts are not required

Car/local transportation receipts

Mileage- If requesting mileage you cannot also request gas. original and ending odometer readings are required with a google maps image showing the total miles traveled.

Rental Vehicle- Submit the original rental agency statement showing the dates of use and total cost when renting a vehicle.

parking/storage/transportation- Claims for parking/storage must be supported by a receipt. This includes parking, uber, bus, etc.

Registration and conference fee- A brochure showing the opening and closing dates of the function is required along with original receipts.

Other Expenses

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.

NOTE:

If your receipts were lost, destroyed or never obtained you must provide GPSC with a memo explaining why you cannot provide your receipt and sign it.

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
- (c) The amount in US dollars.

For foreign currency exchange fees, submit original receipts showing the amounts exchanged and the fee charged.



THE UNIVERSITY OF ARIZONA

Graduate & Professional Student Council

Travel Grants

Any travel approved by GPSC or conducted using GPSC funds is subject all University travel policies and procedures.

For more information, see the FSO travel web page at
<http://fso.arizona.edu/travel.html>
or call (520) 621-9097.

You can also contact the GPSC Travel Grants Director at
gpscfundings@email.arizona.edu
or call (520) 621-6144.

Visit our website for more information and to view all instructional videos before completeing a travel grant application
<http://gpsc.arizona.edu/travel-grants>

Graduate & Professional Student Council
Student Union Memorial Center, Room 323
gpscfundings@email.arizona.edu
Phone: 520.626.6144

Before the Trip

Authorizing the Trip

Submit a Travel Authorization form to your department prior to all official University travel, even if travel expenses will not be charged to the University.

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.

Complete an Application

Travel Grant Application Rounds:

September Round: Open Aug 1 – Sept 1

November Round: Open Oct 1 – Nov 1

February Round: Open Jan 1 – Feb 1

April Round: Open March 1 – April 1

Funding the Costs of Travel

GPSC provides limited funds and your travel expenses will likely exceed those funds. 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 ensure that you have sufficient funds to support your travel.

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.
- 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.

Per Diem

Per Diem includes meals only.

NO ALCOHOL.

Proof of Attendance

All awardees are required to submit proof of attendance at your event with expense reports and receipts. For most awardees, this can be done with an event registration receipt, copy of a name badge, or a copy of the program with your name in it

For those not attending a conference, this can be done with time stamped pictures or emails with other professionals.

After the Trip

A completed Travel Expense Report, all itemized receipts, and per diem claims must be turned in to GPSC through email within ten (10) days.

gpscfunding@email.arizona.edu

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 team

at gpscfunding@email.arizona.edu

All required documents will only be accepted in digital form.

NO PHYSICAL COPIES will be accepted in person or through the mail.