

Program Travel Procedures Processes

Please read this entire page PRIOR to doing any of the below. If you do not understand, ASK QUESTIONS.

PRIOR TO TRAVELING:

- **Meet with Rosa or Daisy to discuss plans and Travel process**
 - Professional Conferences- talk to your mentor and McNair staff for suggestions, meet with McNair Staff, apply to present, get accepted, submit Request to Travel (RTT)
 - McNair Conferences- Talk to Kevin or Rosa before applying. An acceptance is assumed unless otherwise stated.
 - For Seniors, travel during your graduating semester is only allowed with prior approval.

- **Request to Travel Form**
 1. Go to the Forms page in the McNair Scholars website and choose Travel Request.
 2. Complete the online McNair Request to Travel (RTT) form. This is simply an estimate to **request** approval and funding to travel.
 - You will need to upload a copy of your abstract and acceptance if a professional conference.
 - You will need to upload copy of your abstract and a flyer with information if a McNair conference.
 3. Submit the form for the staff to review and once it has been approved, you will be contacted to complete additional processes. **The RTT form is due at least 7 days prior to the early registration deadline, otherwise your mentor will need to email us valid reasoning for your request to be considered.**
 4. A Travel Budget Authorization (TBA) form will be in your mailbox for your signature within 48 hours of your RTT submission. If we do not email you to notify you that the form is ready for signing, it is your responsibility to check your mailbox and/or follow up with us for an update.
 5. Below is a copy of the TBA form. Pay attention to the categories of information (Expense Items) we need.

DATE		EXPENSE ITEM	TOTAL ESTIMATE	CASH ADVANCE
NAME		AIRFARE	0.00	USE CONCUR
EMPL ID		RENTAL CAR	0.00	USE CONCUR
DESTINATION		MILEAGE	0.00	REMB. ONLY
BUSINESS PURPOSE		TAXI/SHUTTLE	0.00	0.00
START DATE		MEALS <small>SELECT REMB. OPTION</small>	0.00	0.00
END DATE		LODGING	0.00	0.00
PREPARED BY		PARKING	0.00	0.00
PHONE #		OTHER:	0.00	0.00
		TOTAL	0.00	0.00

If requesting a cash advance, please select an explanation other info:

INTERNATIONAL TRAVEL ACKNOWLEDGEMENT: I UNDERSTAND THAT I AM REQUIRED TO REGISTER MY INTERNATIONAL TRAVEL IN ADVANCE. REGISTER TRAVEL AT [HTTPS://EMERGENCY.UNT.EDU/INTERNATIONAL-TRAVEL-REGISTRATION](https://emergency.unt.edu/international-travel-registration).

ALLOCATION	SPLIT	GL Unit	Degrt	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program	Purpose	Site
		%					%	%				
		CHARACTE	EDIGITS	3 DIGITS	6 DIGITS	3 DIGITS	CHARACTER	CHARACTE	3 DIGITS	4 DIGITS	5 DIGITS	4 DIGITS
1	CHOOSE											
2												
3												

*REQUIRED ACCOUNT INFORMATION **ALSO REQUIRED IF A PROJID

REQUIRED SIGNATURES:

I CERTIFY THAT THE INFORMATION PROVIDED ON THIS DOCUMENT IS TRUE AND CORRECT.

TRAVELLER PRINT NAME:	ACCOUNT HOLDER PPR
SIGNATURE:	DATE
SUPERVISOR PRINT NAME:	ADDITIONAL APPROVAL
SIGNATURE:	DATE
ACCOUNT HOLDER PRINT NA	ADDITIONAL APPROVAL
SIGNATURE:	DATE

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- **IMPORTANT – Do Not make any travel arrangements until you have been approved to travel.**
- If you need a poster printed, please send Rosa your mentor’s approval for printing.
- Submit your request to the Honors Research Poster Print Request here: <https://honors.unt.edu/honors-research-poster-print-request>. We print all posters through the Honors College.

- **Travel Arrangements**
 - Once you receive the email that you have been approved to travel, set up a second appointment with McNair Staff (one with Daisy and one with Rosa) at which time you will:
 1. Register for the conference (paid with Daisy’s purchasing card)
 2. Book a flight or Book a car rental (paid through CTP)

- a. REMEMBER – Most airlines charge a checked bagged fee. Be ready to pay ~\$25 when you check in – both ways.
3. Make a hotel reservation with Rosa’s purchasing card (3 nights max) – if you are at a hotel in Texas, you will be given a Texas Hotel Occupancy Tax Certificate that you will give to the hotel upon arrival so you are not charged tax.
 - a. **REMEMBER** to call the hotel to request a Credit Card Authorization (CCA) form. Rosa needs this to set up pay.
 - b. Rosa will pay for Room and Tax but you will be asked to provide a card for incidentals when you check in.
 - c. **Do not charge anything other than Room and Tax to Rosa’s card.**

RESPONSIBILITIES WHILE TRAVELING:

- Keep all receipts for out of pocket expenses including, but not limited to:
 - Buses, trains, subways, shuttles, and other ground transportation (Uber/Lyft only as an emergency).
 - Car rental, gas, parking receipts—**with prior approval**. Check with Rosa to make sure this is an allowable expense.
 - All food receipts up to the per diem amount listed on your TBA – Per Diem will depend on the city you are traveling to and Rosa or Daisy will tell you the amount.
 - Note that the per diem is less on the first and last day of your trip. You can find per diem information here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - Ask for a separate receipt if you purchase alcohol. Under no circumstances should alcohol appear in any submitted receipts.
 - Receipts for your checked baggage
 - Hotel receipt: Ask for a receipt when you check out, and it should show that a \$0.00 balance owing (**Rosa needs this!**)

WITHIN SEVEN (7) DAYS OF YOUR RETURN:

• **Travel Voucher**

Daisy will complete this for you but she MUST have the supporting documents by the deadline. Make sure she has them all. Daisy already has the items italicized.

- When you come back, you will need to submit copies of the documents listed below (if applicable):
 - Conference Agenda/Schedule. **Your name must be listed.**
 - *Air Travel Receipt (print out CTP report)*
 - *Car Rental (print out CTP report)*
 - Ground Transportation Receipts (NOTE THAT YOU WILL NOT BE REIMBURSED FOR TIPS)
 - Food receipts (NOTE THAT YOU WILL NOT BE REIMBURSED FOR TIPS OR ALCOHOL)
 - Hotel Receipt with a zero balance
 - Conference Registration Receipt (print out the email/forward to Daisy)
 - Airline Baggage Charge Receipts
 - Gas receipts (ONLY WITH PRIOR APPROVAL)
 - Parking receipts (ONLY WITH PRIOR APPROVAL)
 - Travel Report Form (SEE BELOW).

• **Travel Report Form**

- Fill out the webform on the McNair website. We will not submit a Travel Voucher for reimbursement until you complete the Travel Report.

- Paperwork will be processed, signed by you (the traveler), approved, and then sent to UNT-OGCA and UNT-BSC/Travel for processing. Reimbursements could take up to two weeks and will be managed electronically.

Signature

Today’s date

Printed Name