GRADUATE STUDENT TRAVEL INFORMATION CHECKLIST

This process works best if you start at least 2 months before your travel date, or as soon as you find out you will be traveling. Please remember to spend responsibly while you are traveling on behalf of Georgia Tech and the School of Chemistry & Biochemistry.

1) Obtain PI’s approval for travel

2) Things to know,

   a) TAR (Travel Authorization Request)
      i) A TAR must be submitted in the Travel & Expense System (via Techworks) and approved by the finance office prior to travel – this must be done as far in advance as possible, but no less than 1 month before departure.
      ii) Information you need to provide for an FSC to prepare a TAR on your behalf:
          (1) Departure date
          (2) Return date
          (3) Itinerary (traveling from/to)
          (4) Trip Purpose (inclusive of full name of conference and any personal days noted)
          (5) Estimates for expenses (airfare*, transportation, meals, lodging, registration*)
              * airfare may be direct billed by FSC through the GT travel agent
              * registration may be paid with a PCard (some restrictions apply)
          (6) All projects to which the travel is to be charged, including any outside funding.
              Note, the FSC you work with will confirm project information with the PI.

   b) Travel Advance
      A travel advance may be available, but please note it will only be dispersed 1 week prior to travel and must be paid back within 15 working days following the return date. The payback is not dependent on whether or not you have received your reimbursement. If a travel advance is needed, please discuss with the FSC and list them as the “Contact Information for Person Handling Department’s Reimbursement for this trip” on the form.
      The form may be found at: http://www.gtrc.gatech.edu/form/TARrequest.pdf

   c) Outside Funding – must be presenting at conference (oral or poster).
      i) Johnson Funds
         (1) There is a limited amount of supplementary funding available from the School of Chemistry & Biochemistry in the form of the Johnson Funds To apply for funding, you are requested to submit a completed copy of this form, signed by your advisor, together with your updated CV to Kenyetta Johnson (Academic Programs Office, MoSE 2222K) by November 30 (for travel between Dec- May) or May 31 (for travel between June-Nov). Awards will be announced biannually shortly after the submission deadlines. Students must apply for these funds before submitting their SGA/COS application
         (2) If received, the Johnson funds must be included in the School/Department section along with the PI contribution on the COS application as well as noted on the SGA application.
         (3) Application form attached and may be found on the website HERE
ii) SGA Graduate Conference Funds and CoS funding
   (1) Requires an TAR approved by both your PI and the finance office
   (2) **Must be submitted 21 days prior to conference travel**
   (3) Example forms attached with notations for required school signatures.
   (4) Link to forms, more information, and submission
       http://sga.gatech.edu/g/confERENCE-fund/
   (5) Copies of the forms must be provided to the FSC to keep with the travel file.

iii) Other outside funding
    *It is important to mention any other outside funds to the FSC preparing the TAR so they can include/adjust as necessary.*

d) **Receipts**
   Keep all itemized, paid receipts (including food) while traveling.
   All receipts (hotel, car, airfare, etc) must have the travelers name and indicate payment in order to receive reimbursement.

e) **Reimbursement**
   i) Submit all receipts as soon as possible upon return to the FSC. If there will be a delay for any reason, please let the FSC know immediately.
   ii) Review and Approve the Travel Expenses Statement (TES) in Techworks as soon as possible after receiving the email from noreply.peoplesoft@business@gatech.edu.