

## Travel Forms Checklist and Information

Please follow the instructions below. See staff if you have any questions **PRIOR** to traveling. Claims with missing supporting documents will not be accepted. Failure to submit forms by the deadlines set by the CLA Dean's office and the University Controller's office will result in non-payment. Forms will be routed via campus mail for appropriate signatures. TRAVEL REQUEST FORM AND TRAVEL CLAIMS **MUST** INCLUDE THE FULL TRACKING NUMBER ON THE TOP RIGHT CORNER. THESE FORMS MUST ALSO BE DATA ENTERED. HANDWRITTEN FORMS WILL **NOT** BE ACCEPTED.

### Travel Request Form

- The Travel Request form may be found at <http://www.unr.edu/forms/#Travel> .
- Must be completed, signed and submitted at least **10 days** prior to travel. Be sure to indicate travel support source(s) when submitting. Travel support sources may be found at <http://www.unr.edu/cla/eng/people/travelsupp09-10.pdf>
- The following **MUST** be included-
  - Copy of registration form which includes all registration fees
  - If presenting, invitation or acceptance to present
  - Abstract of presentation

### Travel Claim Form

- The Travel Claim form may be found at <http://www.unr.edu/forms/#Travel>.
- Examples of Travel Claims may be found at <http://www.unr.edu/cla/eng/people/travel.html>.
- **Must** have all original receipts.
- Completed claim and supporting documents must be submitted no later than **10 days** after returning from traveling.
- *Conference Registration* form and proof of payment by you.
- *Conference Program* – cover of program and page showing your name and date of presentation.
- *Airline Itinerary* – must have your name and proof of payment.
- *Lodging* – must have itemized paid receipt. Hotel rates differ based on location. You must go to [www.gsa.gov](http://www.gsa.gov) and print out applicable allowances for your destination. **If you share a room with another person, you must have a paid itemized receipt with your name on it for your portion.**
- *Per Diem* (Meals & Incidentals) – no receipts are needed. Per Diem rates differ based on location. You must go to [www.gsa.gov](http://www.gsa.gov) and print out applicable allowances for your destination. The percentages of daily per diem rates are as follows – Breakfast (20%), Lunch (28%), Dinner (52%).
- *Rental Car* – Alamo, Enterprise, Hertz and National are the only State of Nevada approved rental agencies. You must provide original gas receipts to be reimbursed. Mileage is not allowed on car rentals.
- *Private Vehicle* – must include a downloaded map stating driving distance from traveled point A to B. Mileage reimbursement rates for driving your personal vehicle are 27.5 cents/mile.
- *Parking* – must have original paid receipt.
- *Taxi, Bus, Limo, Shuttle* – must have original paid receipt. Be sure the receipt is a total amount and does not have the tip (if any) listed separately.
- *GSA Confirmation of Funding* – include email sent from GSA with approved travel award.
- *VPR Confirmation of Funding* – include email sent from VPR with approved travel award.