

Graduate Student Association Before, During & After You Travel

Before you travel:

1. Obtain the UNR Employee's Travel Request Form from the GSA web page. If you are receiving funding from other sources, please have them fill in the appropriate amounts and accounts from which those funds will be obtained. Please remember that we do not give travel advances.
2. Before turning the form in to GSA you must obtain signatures from your Department Head, *and* your Dean or Vice President.
3. Bring or mail the form to GSA (Mail Stop 057) for account details and signature. GSA will forward your paperwork to the University Travel Office as soon as possible. Please note that the Travel Office requires these forms 10 days prior to travel.

During your trip:

1. Keep all original receipts for lodging and travel. (Meal receipts not required.) Hotel receipts should be itemized to indicate non-reimbursable items such as telephone calls, movie rentals, etc. Travel receipts may include as appropriate car rental receipts, gas receipts, and airline/train/bus tickets. For ticketless air travel, keep the printout of the online itinerary that indicates that you have paid.
2. If you are attending a conference, proof of attendance is required. This can be in the form of your name badge from the conference.

After you have traveled:

1. Complete UNR Travel Claim, (*see instructions below on how to complete this form*) also from the GSA website, including your signature and your Department Chair's signature. If you are receiving funding from other sources, please have them fill in the appropriate amounts and accounts from which those funds will be obtained before bringing the form to GSA. Indicate on the form where you want your check to be sent.
2. Attach your receipts. GSA does not keep a copy of your receipts, so we recommend that you keep a photocopy for your records.
3. Bring to or mail (MS 057) to GSA your paperwork as soon as possible after your return, but no later than 30 days after the date of your return from your trip. (*Note: If you do not submit your claim by this date you will forfeit your award*). GSA will forward your paperwork to the University Travel Office as soon as possible.
4. If you do not receive your reimbursement within three weeks, please call the cashier's office to see if there is a check waiting to be picked up.

Completing the Travel Claim

Each line on the travel claim should represent one day's worth of expenses. Break up your hotel costs per day, including taxes, use the amounts in the table below for meal claims. Any additional expenses should be placed in the other column. For every cost you put on the claim, except for meals, you **MUST** have a matching receipt must be attached. Only the original receipts will be accepted by the Travel Office, it is highly suggested that you keep a copy of all of your paperwork for your records.

Meal	Per diem	Must leave for destination before	Must return from destination after
Breakfast	\$5.50	6:00 A. M.	8:00 A.M.
Lunch	\$6.50	11:00 A. M.	1:00 P.M.
Dinner	\$14.00	5:00 P. M.	7:00 P.M.