Club Travel Procedures

All travel paperwork can be found at http://www.unr.edu/student-engagement/forms-policies-data/forms under Travel

Part 1: Paperwork before your trip

1. Complete the Travel Request **15-10 Business Days** prior to departure (late submissions will not be accepted)
   a. One student expecting to be reimbursed for a group trip or only one student traveling.
      1. One Travel Request for the group is sufficient, but it needs to be submitted by the student expecting to be reimbursed at the end of the trip.
      2. Attach a roster of everyone traveling and an itinerary for the trip to the request
      3. If driving your personal, rental, university vehicle attach a map of the route you are taking. Club members are not allowed to drive over 400 miles each way to their destination.
      4. Copy of the conference registration and agenda
      5. For a Travel Advance, please attach supporting documentation as to why you need the travel advance. We would need the travel request completed and turned in 15 business days before you travel if you are requesting it. Also attach a Direct Deposit form. *You need to request more than $100.00, in able to process a travel advance. *
      6. Turn Request into the Central Station

Part 2: Paperwork after your trip

2. Upon return, and within 10 days of returning:
   a. One student expecting to be reimbursed for a group trip or only for themselves
      1. The individual who filled out the Travel Request submits a Group Travel Claim
      2. On the Group Travel Claim part 2, everyone who attended the trip signs to acknowledge that the one student reimbursed can receive that money. That one student may disperse funds to those needing reimbursement.
      3. All receipts or invoices should be attached to the Group Travel Claim
      4. Turn Claims into the Central Station

Required Travel Documentation

The following are common travel expenses that club members are reimbursed for. Be sure to provide the proper documentation for these expenses.

- Airfare - Need statement showing the details of the trip including the traveler’s name, departure/return dates and destinations.
- Attach a roster of everyone traveling and an itinerary for the trip to the request
- Car Rental – Provide a finalized billing.
- Gas Receipts Related to a Car Rental
- Taxi – Cannot claim tip
- Shuttle Bus
- Train Tickets
- Parking Costs – Provide the parking receipt.
- Travel Advance - please attach supporting documentation as to why you are requesting it. We would need the travel request 15 business days before you travel is you are requesting a travel advance for the trip.
- Conference Registration - A copy of who is attending, dates of the conference and a detail list of what the conference fees are paying, must be included.

Club Credit Card Guidelines

Only certain items may be purchased before a trip by credit card. Expenses that cannot be paid by club credit cards can be reimbursed after the trip using a Travel Claim.

- Allowable Credit Card Charges
- Airfare
- Car Rentals
- Conference Registration

**NOT** Allowed Credit Card Charges

- Lodging
- Meals
- Gas - To be reimbursed for gas upon return, keep all receipts. Gas will not be reimbursed based on mileage.

Club Support Funding – Tier 2

If you received Tier 2 funding you will be able to claim it on your travel claim or use it with your credit card purchases when purchasing registration, transportation, etc. depending on what you were awarded. Please contact our office for further information. You must turn in a travel request first in order to use a credit card.
Travel Request (Before Your Trip)

University of Nevada, Reno & NSHE  1 12 TE 656270

Employee’s Travel Request

Travel request must be forwarded with approval to the travel department prior to travel.

Instructions for use: This request must be completed prior to registration and/or reservations being made. Reimbursement for traveling expenses may not be secured without the authorizations listed on this form.

Employee ID No. 5000012345
Name Wolfie Junior wolfie@email.com
Department ASUN Official Club requests permission for travel, as follows:
Departure Date 01/12/2012 Return Date 01/14/2012 Employee Travel Claim Due By 01/29/2012
Destination Davis, California

Purpose of Trip (If a conference or meeting is involved, give name of organization, location and time of meeting, etc.):
To attend a conference on the proper travel paperwork procedure
Please attach registration form and agenda.
REGISTRATION COST: $20.00
Please issue a check payable to: ________________________
Disposition of check: □ Cashier’s Office □ Mail □ Paid for with University Purchasing Card

lodging expense
I will be staying at Generic Hotel at the rate of $77.00 per night (excludes taxes)
For lodging rate(s) in excess of the GSA rates, I am requesting approval for:
☐ Out-of-state, non-surveyed 300% of GSA rate
☐ Out-of-state, surveyed 175% of GSA rate
Please attach backup documentation for GSA lodging rate. Print GSA screen.

ACCOUNT(S) CHARGED
FUND AGCY ORGN OBJ SOBJ DESCRIPTION AMOUNT
Registration 200.00
PerDiem/Lodging 154.00
Transportation 81.00
Estimated Total Cost 435.00

Estimated Total Cost 870.00

A Cash Travel Advance is issued on an exception basis only. If a travel advance is required, it must exceed $100 and justification must be provided below. Travel Advance Amount Requested $0.00 □ Approved □ Not Approved Classification

The amount of travel advance will be encumbered on the account(s) designated unless/except travel expenses are paid by other sources. I understand I must submit a travel claim within fifteen (15) days after completion of the trip with remittance of any balance due to the University. If no travel claim is submitted, I will be liable for the full cost of any travel advance I received plus any subsequent collection costs, through payroll deductions. I further understand no aspect of personal travel may be billed to or reimbursed by the University.

Traveler ___________________________ Approved ___________________________
Approved ___________________________ Head of Department (Required)
Approved ___________________________ Dean or Vice President (Required)

Additional Signature if Required

IN STATE □ IN STATE WITH REGISTRATION
☐ OUT OF STATE
☐ OUT OF STATE WITH REGISTRATION
☐ FOREIGN

This is your Travel Request #: If a unique number does not appear, use another browser.

Include an email address.
Official name of your ASUN recognized club.

If your club is staying at a hotel, enter the per diem rates here. Information on per diem rates can be found at www.gsa.gov/perdiem

If you require a Travel Advance, please attach supporting documentation as to why and put the amount here with justification. We would need the travel request 15 business days before you travel is you are requesting a travel advance for the trip.
The Travel Request form is for ASUN to have a record of where your club is traveling to, in case an emergency arises.

- This form must be typed and have a unique ID number. Reopen this PDF each time you fill this out.
- Attached to this form needs to be an itinerary, a roster of who is attending this trip, map of the route you are driving, conference registration and travel advance (if requesting it)
- This form must be submitted at least 15-10 Business Days before the trip. If this form is not filled out prior to departure, club members will not be able to be reimbursed.
- If driving your personal, rental, university vehicle attach a map of the route you are taking. Club members are not allowed to drive over 400 miles each way to their destination.

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**Team Travel Claim part 1 (After Your Trip)**

**University of Nevada, Reno**

**TP 1 12 STT 18475**

Claim for Student Team/Group Travel Expenses

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**Employee/Student ID Number:** 1000012345

**Name (Employee/Student):** Wolfie Junior

**Type of Team/Name of Group:** ASUN Official Club

**Location of Travel:** Davis, California

<table>
<thead>
<tr>
<th>Date</th>
<th>University of Nevada, Reno</th>
<th>TP 1 12 STT 18475</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/18/2011</td>
<td></td>
<td></td>
</tr>
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</table>

**Claim for Student Team/Group Travel Expenses**

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**Employee/Student ID Number:** 1000012345

**Dept/Mail Stop:** 0058

**Name (Employee/Student):** Wolfie Junior

**Type of Team/Name of Group:** ASUN Official Club

**Location of Travel:** Davis, California

**Departure Date:** 1/12/12

**Departure Time:** 12:00 PM

**Return Date:** 1/14/12

**Return Time:** 2:00 PM

**Number of Students:** 5

**Number of Staff:** 0

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### Summary of Expenditures

**Mode of Transportation:** 1 Personal Vehicle

<table>
<thead>
<tr>
<th>Mode of Transportation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Vehicle</td>
<td>81.00</td>
</tr>
</tbody>
</table>

---

### Meals, Lodging and Miscellaneous

**Dates:**

<table>
<thead>
<tr>
<th></th>
<th>1/12/12</th>
<th>1/13/12</th>
<th>1/14/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfasts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunches</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Allowances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Member Allowances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td>77.00</td>
<td>77.00</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
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<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Totals</td>
<td>154.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

---

**Total Amount of Claim:** 235.00

**Prepaid Airfare:**

**Purchasing Card Expenses:**

**Other Prepaid Expenses:**

**Balance of Claim:**

**Advance:**

**Balance Due Staff Member/Student:**

**Balance Due University:**

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**Account Distribution:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Fund</th>
<th>Agency</th>
<th>Org</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Total Authorized:** 0.00

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**Signature of Employee/Student**

**Printed Name of Authorized Signer**

**Signature of V.P./Dean/Department Chair/Director**

**NOTE:** If meals or meal allowances are included above, please attach Form VP-F22 (Receipt for Team Travel Expense List). ver 06/2010

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**Signature of Authorized Signer**
This travel form is to document expenses after a club trip if only one person is requesting reimbursement.

This form must be typed and have a unique ID number. Reopen this PDF each time you fill this out.

A list of members that attended the trip must be also submitted on a travel expense log with this form.

Receipts must be attached to this form to verify any expenses (except for gas charged at the standard University reimbursement rate).

Note: This form must be filled out and submitted within 10 days of returning from the trip. Any reimbursement checks will be sent to the Cashier’s Office on the third floor of the Student Services Building.
Team Travel Claim part 2 (After Your Trip)

**RECEIPT FOR STUDENT TEAM TRAVEL EXPENSE LOG**

The following individuals received from [ASUN Official Club] of the University of Nevada, Reno the amount of $0.00 or breakfast, lunch, dinner, lodging (circle appropriate expense(s)).

<table>
<thead>
<tr>
<th>S</th>
<th>Amount Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Wolfie Junior – Driver</td>
</tr>
<tr>
<td>2.</td>
<td>Alphie Senior</td>
</tr>
<tr>
<td>3.</td>
<td>Joe Crowley</td>
</tr>
<tr>
<td>4.</td>
<td>Bob Student</td>
</tr>
<tr>
<td>5.</td>
<td>Sally Student</td>
</tr>
</tbody>
</table>

**Dates, Time and Destination of Travel**

Departure: 1/12/2012 12:00pm  
Return: 1/14/2012 2:00pm  
Trip Destination: Davis, California

Signature of students, guests, or staff; indicate in box – S – student  
G – guest or U – university staff  
Note: Guest expenses must be paid by host or participant paid funds and a host documentation form must be completed and attached.

**INSTRUCTIONS:**

- Receipt from VP-22 (03/06) has been designed primarily for use by athletic, forensic, or other teams or groups of students traveling on behalf of the University of Nevada, Reno. This form is to be used to document participants of common meals or to verify distribution of meal allowances. It is necessary for all items on a claim for team travel expenses to be supported by vendor’s receipt and/or VP-F 22. One copy of a receipt is to be attached to the travel claim.

Revised 01/2008

- This travel form is to document who attended your trip.  
- A claim for Student Team Travel Expenses must be submitted with this form.  
- Students who drove their own vehicles on this trip must be noted on this form.  
- Note: This form must be filled out and submitted within 10 days of return from the trip. Any reimbursement checks will be sent to the Cashier’s Office on the third floor of the Student Services Building.
## Individual Travel Claim

**UNIVERSITY OF NEVADA, RENO & NSHE CLAIM FOR EMPLOYEE TRAVEL EXPENSE**  
(See State Administrative Manual 0200 for Travel Regulations)

<table>
<thead>
<tr>
<th>Date</th>
<th>Employee ID: 100012345</th>
<th>Name and Title: Wolfie Junior, Student</th>
<th>Phone/Email: 775-784-6586/wolfie@email.com</th>
</tr>
</thead>
</table>

**Department/Division:** ASUN 0058  
**Travel Request Number:** ASUN 0058

**Method of Travel:**  
- P-Plane  
- AV-Agency Vehicle  
- L-Limousine  
- T-Taxi  
- RR-Rail  
- X-Passenger in Car

**Disposition of Check:**  
- [ ] Cashier’s Office  
- [ ] EFT  
- [ ] Mail to Home Address

**Traveler’s Signature (Required):** [Date]

**Supervisor’s Signature (Required):** [Date]

**Please check the appropriate box regarding a travel advance:**
- [ ] I do  
- [ ] I do not have a travel advance

**Enter amounts paid by University credit card here.**

**Note:** Please document any unusual circumstances that may further support this travel claim.  
Total: $435.00

**DISTRIBUTION OF BALANCE CLAIM**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Area</th>
<th>Orgn</th>
<th>Obj</th>
<th>Subj</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>

**CLAIM SUMMARY**

- Total of Claim: $435.00
- PCard Expenses: $200.00
- Prepaid Expenses: $235.00
- Balance of Claim: $235.00
- Advance Received: $235.00
- Balance Due Traveler: $235.00
- Balance Due University: $235.00

**Our office will fill in the account numbers and amounts.**

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**Updated:** 2/13/2016  
**Center for Student Engagement**