

For any questions related to travel please contact ASUN Accounting at Accounting@lists.asun.unr.edu
or 775-682-5408



Central Station
Accounting Office
Checklist for International Travel

The following documentation must be submitted as a packet to the Central Station office at least **40 business days** prior to your trip. This documentation is required even if your trip is 100% funded by your club.

- Risk Management Documentation** <http://www.bcn-nshe.org/hr/wcrm/intltravel/>
 - The international travel packet must be completed and signed prior to submitting the travel request and the following documentation.
 - Please attach the completed international travel packet to the travel request.
- Travel Request (Included Below)**
 - Any participant can submit a Travel Request, and only one participant needs to submit one for each trip.
 - Please type all information and sign the bottom.
- Roster (Included Below)**
 - Complete Roster Form
- Estimate of plane tickets**
 - A simple screenshot of the plane tickets you intend on purchasing will suffice.
- Estimate of Hotel/Lodging**
 - A screen-shot of the hotel/lodging information with the rate per night, address, and name of hotel.
- Agenda/Itinerary**
 - A conference itinerary must be attached if applicable. If an official itinerary is not provided, or does not exist, a typed agenda of your trip must be attached. This includes things like when you are leaving, approximately what you are doing on a per hour basis, and when you are returning.
- Registration**
 - A screen-shot of registration information and what is included, or, a receipt of the registration if you have purchased it personally must be attached.
 - *Note:* If you are paying registration with a University credit card the cost CANNOT include lodging unless you are staying on another college campus.

***TRAVEL CLAIM: A travel claim must be turned in at MOST 10 business days after you return from your trip. Even if you do not want to seek reimbursement after your trip, a zero travel claim must be turned in.**

TRAVEL REIMBURSEMENT: If a club plans to seek reimbursement after they travel, members seeking reimbursement must be signed up on the Supplier Registration System. (Suppliers.nevada.edu/lite)

**University of Nevada, Reno & NSHE
Center for Student Engagement
Travel Request/Spend Authorization**

- | | |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | IN STATE |
| <input type="checkbox"/> | IN STATE/W REGISTRATION |
| <input type="checkbox"/> | OUT OF STATE |
| <input type="checkbox"/> | OUT OF STATE/W REGISTRATION |
| <input type="checkbox"/> | INTERNATIONAL |

Today's Date: _____

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.

Department/Club Name _____

Name and email of traveler _____ Mode of Travel _____

Departure Date: _____ Return Date: _____ **Student Travel Claim Due By:** _____

Departure Time: _____ Return Time: _____ Total Mileage of Trip (if driving): _____

Destination _____

Purpose of Trip (If a conference or meeting is involved, give name of organization, location and time of meeting, etc.):

Please attach registration form and agenda.

ESTIMATED REGISTRATION COST: _____ Credit Card Requests for registration can only be processed after Travel paperwork is completed. **I understand**

LODGING EXPENSE

I will be staying at _____ at the rate of _____ per night (excludes taxes)

STAFF ONLY

Please fill out	STAFF ONLY		
	Detail Worktag	Spend Category	Amount
Registration: _____			
Per Diem/Lodging: _____			
Transportation: _____			
Estimated Total Cost: _____			

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 \$ _____ Approved Not Approved

Justification _____

The amount of travel advance will be encumbered on the account(s) designated unless/except travel expenses are paid by other sources. I understand that a travel claim must be submitted **within fifteen (15) days** after completion of the trip with remittance of any balance due the university. If the travel claim is not submitted, I will be liable for the full cost of any travel advance I receive. I further understand no aspect of personal travel may be billed to or reimbursed by the university.

Traveler _____
Signature

Approved _____
Head of Department (Required)

Approved _____
Additional Signature If Required

Approved _____
Dean or Vice President (Required)

