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 10-15 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.
      6. If a club member is expecting a travel advance then that member will need to fill out and complete the NSHE Payment Registration online. (https://suppliers.nevada.edu/lite/)
   6. Turn Request into the Central Station.

Part 2: Paperwork after your trip

2. Upon return, and within 10 business 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 Travel Claim.
      2. If a club member is expecting to be reimburse for traveling expenses, then they will need to fill out and complete the NSHE Payment Registration online. (https://suppliers.nevada.edu/lite/)
      3. All receipts or invoices should be attached to the 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
- Travel Information Report
- Copy of driver license – If driving to destination
- 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 if 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. You are not allowed to travel with a University Credit Card.

- Airfare
- Conference Registration

NOT Allowed Credit Card Charges

- Lodging
- Meals
- Gas - To be reimbursed for gas upon return. Gas will be reimbursed based on mileage.

Club Support Funding – Travel Tier

Travel Funding is for requests to fund direct expenses related to travel. Travel paid for under this tier must in some way enrich leadership, academic, professional, or athletic development towards the club’s mission statement. Items qualifying should be consumable in nature and may include, but are not limited to: travel to and from and registration for conferences, competitions, and seminars. Items used at conferences and competitions are also eligible for this Tier. Lodging will not be funded partially or in whole.

Updated: 2/13/2016
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, wolifie@email.com
Mode of Travel Personal Vehicle
Department ASUN Official Club
requests permission for travel, as follows:
Departure Date 01/12/2012 Return Date 01/14/2012
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: $200.00 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

<table>
<thead>
<tr>
<th>FUND</th>
<th>AGCY</th>
<th>ORGN</th>
<th>OBJ</th>
<th>SOBJ</th>
<th>DESCRIPTION</th>
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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

Signature of club representative filling out the request.

Traveler________________________ Approved________________________

Approved________________________ Approved________________________

Additional Signature if Required Head of Department (Required)

Approved________________________ Dean or Vice President (Required)

Signature Head of Department (Required)

Updated: 2/13/2016 Center for Student Engagement
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.
- 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/agenda, travel information report, copy of driver’s license, personal vehicle checklist and travel advance (if requesting it)
- This form must be submitted at least 10-15 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.

**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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**Date:** 11/18/2011

**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>
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<tr>
<th>Dates</th>
<th>1/12/12</th>
<th>1/13/12</th>
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</tr>
<tr>
<td>Lodging</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
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<tr>
<td>Other</td>
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<td>0.00</td>
</tr>
<tr>
<td>Totals</td>
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<td>0.00</td>
<td>154.00</td>
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**Mode of Transportation:**

**Cost:** 81.00

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**Meals, Lodging and Miscellaneous**

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<th>1/14/12</th>
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<td>Breakfasts</td>
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<td>0.00</td>
<td>154.00</td>
</tr>
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**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:**

235.00

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**Account Distribution:**

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<th>Description</th>
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<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**

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**Signature of Authorized Signer**

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NOTE – If meals or meal allowances are included above, please attach Form VP-F22 (Receipt for Team Travel Expense List).

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

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

**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.

<table>
<thead>
<tr>
<th></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>

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.

Updated: 2/13/2016

Center for Student Engagement
Individual Travel Claim

NSHE of student submitting the claim.

This is your claim number. If there is no number here please use a difference web browser.

ASUN 0058 goes here.

Our office will fill in the account numbers and amounts.

We can fill in your travel request #.

Choose your method of reimbursement. Checks usually take 2 weeks.

Break down expenses by day in the listed categories. Use the Other/Lodging category to list lodging and gas (based on receipts).

Enter amounts paid by University credit card here.

Please check the appropriate box regarding a travel advance.

Sign your claim here. This must be the same person who submitted the request.

Enter amount you are planning to be reimbursed.

Updated: 2/13/2016 Center for Student Engagement