Club Travel Procedures

All travel paperwork can be found at www.asun.unr.edu under Forms under Travel Paperwork

Part 1: Paperwork before your trip

1. Complete the Travel Request 15 days minimum 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. Turn Request into the Central Station
   b. Multiple club members expecting reimbursements
      1. One Travel Request completed for each member expecting to be reimbursed after the trip
      2. Attach a roster of everyone traveling and an itinerary for the trip to the request
      3. Turn Request into the Central Station

Part 2: Paperwork after your trip

2. Upon return, and within 5 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
      3. All receipts or invoices should be attached to the Group Travel Claim
      4. Turn Claims into the Central Station
   b. Multiple club members expecting reimbursements
      1. Any student needing a reimbursement submits an Individual Travel Claim after the trip. (Note that only student who submitted a Travel Request before the trip may receive a reimbursement).
      2. All receipts related to expenses being reimbursed need to be attached to the Travel Claim
      3. 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.
- Car Rental – Provide a finalized billing.
- Gas Receipts Related to a Car Rental
- Taxi
- Shuttle Bus
- Train Tickets
- Parking Costs – Provide the parking receipt.
- Conference Registration - A copy of who is attending, dates of the conference and a detail list-

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.

Updated: 1/7/14
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 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 Employee Travel Claim Due By 01/29/2012

Destination Davis, California

Purpose of Trip: To attend a conference on the proper travel paperwork procedure
Please attach registration form and agenda.
REGISTRATION COST: 200.00
I will be staying at Generic Hotel at the rate of $77.00 per night (excludes taxes)
LDGING EXPENSE
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>Description</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>200.00</td>
</tr>
<tr>
<td>PerDiem/Lodging</td>
<td>154.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>81.00</td>
</tr>
<tr>
<td>Estimated Total Cost</td>
<td>435.00</td>
</tr>
</tbody>
</table>

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

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 __________________________ Signature __________________________
Approved __________________________ Head of Department (Required)

Approved __________________________ Dean or Vice President (Required)

Additional Signature if Required

IN STATE ☐ IN STATE/W REGISTRATION ☐
☐ OUT OF STATE ☐ OUT OF STATE/W REGISTRATION ☐
☐ FOREIGN

Include an email address.

Only fill out this section if your club is attending a conference. A registration form or receipt must be attached.

Fill out the costs on the first left column only. Our office will fill in the account numbers.

Signature of club representative filling out the request.

What is the classification of this trip? (In state, out of state, etc.)

This is your Travel Request #. If a unique number does not appear, use another computer.
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 and a roster of who is attending this trip.

This form must be submitted at least 15 working days before the trip. If this form is not filled out prior to departure, club members will not be able to be reimbursed.

Every member must fill one out if they plan on being reimbursed!

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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**

**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

**Department/Stop:** 0058

**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

**Summary of Expenditures**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Cost</th>
<th>Mode of Transportation:</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/12/12</td>
<td>77.00</td>
<td>1 Personal Vehicle</td>
<td>81.00</td>
</tr>
<tr>
<td>1/13/12</td>
<td>77.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/14/12</td>
<td>0.00</td>
<td></td>
<td></td>
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</table>

**Lodging**

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<th>Date</th>
<th>Cost</th>
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<td>0.00</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
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**Other**

<table>
<thead>
<tr>
<th>Date</th>
<th>Cost</th>
<th>Other</th>
</tr>
</thead>
<tbody>
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<td>0.00</td>
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<tr>
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<td>0.00</td>
<td>0.00</td>
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</tbody>
</table>

**Totals**

<table>
<thead>
<tr>
<th>Date</th>
<th>Cost</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>77.00</td>
<td>77.00</td>
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<tr>
<td></td>
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<td>0.00</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

**Total Amount of Claim:** 235.00

**Prepaid Airfare:**

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<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>

**Purchasing Card Expenses:**

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<thead>
<tr>
<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>

**Other Prepaid Expenses:**

<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>

**Balance of Claim:**

<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>

**Balance Due Staff Member/Student:**

**Balance Due University:**

<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>

**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

**Signature of Employee/Student**

**Signature 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).

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

**List how you traveled (Personal vehicle, plane, train, bus, etc.) and how much it was. If personal vehicles were used, include the number of vehicles.**

**Type in your Travel Request # for this trip.**

**Date:** 11/18/2011 **University of Nevada, Reno TP 1 12 STT 18475**

**NSHE of student submitting the claim.**

**Official name of your ASUN recognized club.**

**Signature of student submitting the claim. Must be the same as the request.**

**Updated:** 1/7/14 **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 $[Amount] or breakfast, lunch, dinner, lodging (circle appropriate expense(s))

Amount Received

<table>
<thead>
<tr>
<th>S</th>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wolfie Junior – Driver</td>
<td>235.00</td>
</tr>
<tr>
<td>2</td>
<td>Alphie Senior</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>Joe Crowley</td>
<td>0.00</td>
</tr>
<tr>
<td>4</td>
<td>Bob Student</td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>Sally Student</td>
<td>0.00</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
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<tr>
<td>7</td>
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<td></td>
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<tr>
<td>20</td>
<td></td>
<td></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.

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: 1/7/14
Center for Student Engagement
# Individual Travel Claim

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

**Date:** 12/01/2011  
**Employee ID:** 1000012345  
**Name and Title:** Wolfie Junior, Student  
**Phone/Email:** 775-784-6589/wolfie@email.com  
**Official Station/MailStop:** ASUN  
**Travel Request Number:** 112TE656270

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**Method of Travel**  
- P-Plane  
- AV-Agency Vehicle  
- L-Limousine  
- B-Bus  
- PC-Private Car  
- T-Taxi  
- RR-Rail  
- X-Passenger in Car  
- RC-Rental Car

**Disposition**  
- ☒ Cashier’s Office  
- ☐ Campus Mail Stop  
- ☐ Mail to: ________________________________________________________________________________

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**Traveler’s Signature** (Required)  
**Supervisor’s Signature** (Required)  
**Additional Signature** (if Required)

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**Distribution of Balance of Claim**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Area</th>
<th>Obj</th>
<th>Subj</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCard Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>200.00</td>
</tr>
<tr>
<td>Prepaid Expenses</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Balance of Claim</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>235.00</td>
</tr>
<tr>
<td>Advance Received</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance Due Traveler</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>235.00</td>
</tr>
<tr>
<td>Balance Due University</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Claim Summary**

- **Total of Claim:** 435.00

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This travel form is to document expenses after a club trip if more than one person from the group is expecting to be reimbursed.  
- **This form must be typed** and have a unique ID number. Reopen this PDF each time you fill this out.  
- 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 return from the trip. Any reimbursement checks will be sent to the Cashier’s Office on the third floor of the Student Services Building.