

## Program Travel Procedures Processes

Please read this entire page PRIOR to doing any of the below. If you do not understand, ASK QUESTIONS.

### PRIOR TO TRAVELING:

- **Request to Travel Form**
  - Go to the Forms page <https://mcnair.unt.edu/forms> and choose Travel Request. You will have to login with your EUID and password to access the form.
  - Complete the online McNair Request to Travel form. This is simply an estimate to request approval and funding to travel. Please estimate as closely as possible but be aware that prices may change later. Provide all information requested on the form.
  - Submit the form. This will be reviewed by the Director and staff, and once it has been approved, you will be contacted to complete additional processes.
  - **IMPORTANT – Do Not make any travel arrangements until you have been approved to travel.**
- **Travel Arrangements**
  - Once you receive the email that you have been approved to travel, set up an appointment with McNair Staff (for about 30 minutes) at which time you will:
    - Register for the conference (paid with Rosa's purchasing card)
    - Book a flight or rent a car (paid through CTP)
      - REMEMBER – Most airlines charge a checked bag fee. Be ready to pay ~\$25 when you check in – both ways and save your receipt to submit after you come back.
    - Make hotel reservation (paid through CTP)– if you are at a hotel in Texas, you will be given a [Texas Hotel Occupancy Tax Certificate that you will give to the hotel upon arrival so you are not charged tax. This form is also available at: https://www.untsystem.edu/sites/default/files/forms/payroll-travel/hotel\\_occupancy\\_tax\\_form.pdf](https://www.untsystem.edu/sites/default/files/forms/payroll-travel/hotel_occupancy_tax_form.pdf)

### YOUR RESPONSIBILITIES WHILE TRAVELING:

- Keep all receipts for out of pocket expenses including, but not limited to:
  - Taxi/shuttle and other ground transportation
  - Car rental, gas for car rental, and parking receipts
  - All food receipts up to the per diem amount listed on your travel budget authorization (TBA) – Per diem will depend on the city you are traveling to and Rosa or Dr. Moen will tell you the amount. Note: make sure there is no alcohol on your receipts. In addition, we will reimburse for food but not the tip if you leave one.
  - Receipts for your checked baggage
  - Hotel receipt: Ask for a receipt when you check out, and it should show a \$0.00 balance (**Rosa needs this!**)

### WITHIN SEVEN (7) DAYS OF YOUR RETURN:

- **Travel Voucher – Rosa will complete this for you but she MUST have the supporting documents. Make sure she has them all.**
  - When you come back will need to submit copies of the documents listed below (if applicable):
    - **Conference Agenda**
    - **Air Travel Receipt (print out CTP report)**
    - **Car Rental (print out CTP report)**
    - **Ground Transportation Receipts (NOTE THAT YOU WILL NOT BE REIMBURSED FOR TIPS)**
    - **Food receipts (NOTE THAT YOU WILL NOT BE REIMBURSED FOR TIPS OR ALCOHOL)**
    - **Hotel Receipt with a zero balance**
    - **Conference Registration Receipt (print out the email)**
    - **Airline Baggage Charge Receipts**
    - **Gas receipts (ONLY WITH PRIOR APPROVAL)**
- **Travel Report Form**
  - Fill out the webform on the McNair website. We will not submit a Travel Voucher for reimbursement until you complete the Travel Report.
- Paperwork will be processed, signed by you (the traveler), approved, and then sent to UNT-OGCA and UNT-BSC/Travel for processing. Reimbursements could take up to two weeks and will be managed electronically.