# Travel Request Form – Department of Chemistry

**IMPORTANT**: Travel Requests need to be approved by the department and university before booking and travel can begin. Please send this completed form to morgan.smith@unt.edu **at least three weeks** before travel begins. It is recommended to submit a Travel Request Form as soon as you know you are traveling.

| Personal Information | |
|---|---|
| Traveler Name | |
| Destination (Location, City, State) | |
| Purpose of Trip (Be specific!) | |
| Chart String(s) (ONLY select COS or TGS if you've been awarded, NOT if you've just applied!) | COS Grant? ☐ $ TGS Grant? ☐ $ |
| **Travel Details** | |
| Departure | Date: Time (Estimate is fine): |
| Return | Date: Time (Estimate is fine): |
| Transportation Mode | ☐ Airplane ☐ Personal Vehicle ☐ Car Rental<br>Other (Explain): |
| **Estimated Expenses** | |
| Lodging | $ |
| Airfare<br>**Select One:** | $<br>☐ Booking independently with personal card ☐ Delegate (Morgan) booking in |
| Registration<br>**Select One:** | $<br>☐ Paying for with personal card ☐ Delegate (Morgan) buying with PCard |
| Car Rental | $ |
| Personal Car Mileage | Starting Address:<br>Destination Address:<br>Round trip? ☐ Yes ☐ No (Fuel is NOT reimbursable for personal car use, ONLY rental cars.) |
| Taxi/Shuttle/Uber/etc. | $ |
| Parking | $ |
| Per Diem | ☐ Yes ☐ No (Selecting "No" means you will provide itemized receipts for meal purchases.) |
| Other (explain) | $ |
| Notes (if needed) | |

More information: **UNT Travel Page**

## PLEASE READ:

**Receipt Guidelines:** Each receipt you turn in should have the **date, itemized total, and ideally a balance or amount due of $0.00.** If applicable, all signature fields should be signed. Receipts can be digital or physical but must be turned into me in order to be reimbursed.

**Points:** UNT **cannot** reimburse for points redeemed on any purchase. Redeemed airline points, hotel rewards, Uber promotions, etc. cannot be reimbursed to you even if the company provides you the "cash value" of your points. Please use caution when using your accrued points for purchases.

**Lodging:** Be sure to get an itemized receipt showing the total amount charged to your card- a reservation with expected charges will not work. If you are staying in Texas, please present the front desk a copy of the Hotel Occupancy Tax Form upon check-in to remove state tax from your charges (the form is very simple and can be found here- or I can send to you upon request).

**Airfare:** UNT can only reimburse economy priced tickets. No university funds can be used to cover the cost of an upgraded seat, including startup funds/IDCs. If you decide to upgrade your seat, please also document/ screenshot the economy price of your flight so I may reimburse the economy price. To reduce upfront costs, it is possible for me to book your flight through your Concur profile. If you would like to utilize this option, please include your detailed flight preferences when you send me your filled-out Travel Request form. Please note, Concur will not let me book your flight until your travel request is approved.

**Registration:** To reduce upfront costs, it is possible to have your conference registration paid for on my (Morgan's) company card. To do this, please contact me requesting I purchase your registration and provide the link to the payment as well as which chart string the charge will go to. It may be necessary to set a meeting time for the registration purchase as some conferences require the attendee to log into their website first. If the receipt is sent to you, please forward it to me immediately.

**Rental Cars:** Be sure to get a receipt that shows the amount charged to your card at the end of your trip. Rental car receipts will often show "deposits" or "expected charges," but a receipt with an itemized final charge is required (again, a receipt showing the balance due is $0.00 is preferred). If driving a rental, fuel purchases can be reimbursed, so keep your receipts.

**Personal Car Mileage:** If driving your personal vehicle, UNT will reimburse you $0.67 per mile. This is meant to cover the cost of fuel, as well as wear and tear to your vehicle. You do **not** need to keep receipts for fuel if taking your personal vehicle.

**Per Diem:** If requesting per diem, please send me a copy of the conference agenda so the Travel Department can verify the need for per diem. Breakfast, lunch, and dinner are priced differently in Concur, so I am required to say exactly which meals were provided, and exactly which meals the traveler had to pay out-of-pocket for. You do **not** need to keep meal receipts if claiming per diem. On travel days, per diem is capped at 75% of your destination city's total. UNT uses https://www.gsa.gov/ to calculate per diem totals.

**Travel Dates:** If arriving early or staying additional days for a conference/meeting, please provide the business purpose for the extra days of travel in order to receive reimbursement for those days' expenses. If you stay an extra day to enjoy the city, I will not be able to reimburse the hotel for that night or the meal/transportation costs for that day.

**Travel not sponsored by UNT:** If you are traveling but another institution will cover all of your expenses, please still fill out the form and send it to me well before your trip begins! We still have to document the trip for our records.

**Please contact me with any questions you have and when in doubt- keep your receipts!**