

## **Travel Procedure**

1. When requesting travel, you must get your supervisors approval first.
2. Ask the PI or PD on the grant if there are funds available. If it cannot be paid by a grant, you must get approval by the President.
3. Fill out an Education Benefits form if it applies. Get all the approving signatures on the form. After receiving all signatures make a copy for the HR Office.
4. Give the paperwork to the Travel Clerk with the supporting documentation of the workshop, class, seminar, etc.
5. The Travel Clerk will figure the Per Diem, mileage, lodging, airfare, etc.
6. The Travel Request form must be given to the Travel Clerk at least 2 weeks in advance or it may not be approved.
7. Make a copy of the paperwork for the PI or PD on the grant.
8. Turn a copy into the business Office.