Guest Travel

A Travel Authorization for individuals other than students, faculty, and staff should be filled out two weeks prior to their visit to campus. Please refer to the guide below in determining payment options and reimbursable costs to include on the Travel Authorization. For specific instructions on how to fill out the form, click here.

Verify that travel is permitted from source of funds and obtain approval from Department Head, Vice Chancellor, and Grants Administrator where appropriate.

- Are we paying transportation costs?
  - Less than 20 mi roundtrip
    - There is no mileage reimbursement under 20 miles roundtrip
    - Are we making the reservation?
      - Yes: In order for us to reimburse them, they must provide a receipt after the trip
      - No: Do you want to reimburse the traveler for meals during their trip?
        - Yes: Refer to the per diem rate table for amounts allowable
        - No: Complete a TA with all expenses determined above and submit to the Business Office at least two weeks prior to their visit
  - Between 20 and 500 mi roundtrip
    - We can reimburse either mileage or fuel costs for the use of their personal vehicle
    - Are they staying overnight?
      - Yes: NOTE: The traveler cannot be reimbursed for meals for a one-day trip
      - No: Will there be food purchased for meetings or events related to their visit?
        - Yes: Food for meetings or events which include students, faculty, or staff is not purchased or reimbursed through Travel. See Food Policy guidelines for restrictions
        - No: Are we providing an honorarium or payment for contractual services?
          - Yes: Honoraria and other payments are not processed through Travel. Contact Accounts Payable. NOTE: Checks of this nature take at least two weeks to process
          - No: Complete a TA with all expenses determined above and submit to the Business Office at least two weeks prior to their visit
  - Greater than 500 mi roundtrip
    - Consider the time/cost benefit of flying and refer to the policy for purchasing tickets
    - Are we making flight arrangements?
      - Yes: Contact Island Travel
      - No: The traveler will need to pay out of pocket and provide receipts for reimbursement after the trip

After their visit, fill out TRVs to reimburse individuals and pay vendors as necessary and turn in to the Business Office with all receipts and documentation. NOTE: If the traveler is unable to sign the TRVs, an alternative signatory must be designated using the non-employee memo found under 'Forms' on the Travel website.