



Travel Training

Office of Undergraduate Research

[P-card]

- Students should obtain a p-card for travel purchases, including but not limited to: airfare, conference registration, per diem, hotel, etc..
- Save all receipts purchased by the p-card
- See p-card training presentation for full p-card rules & regulations

Purchases

- Purchases within the state of Utah are tax-exempt (so if you are traveling out of state and purchase a snack at the SLC airport – that purchase is tax-exempt)
- DO NOT use the p-card for personal expenses such as souvenirs
- DO NOT purchase gasoline unless you have a rental car funded through OUR
- Cash purchases such as taxi fare, tips, etc., under \$20 each will be reimbursed without a receipt upon return

[Per Diem]

- Per Diem covers personal expenses incurred on a business trip such as meals, dry cleaning, personal phone calls, etc...
- Per Diem does not include souvenirs, museum entrances, movies, entertainment, etc...

[Travel Log Envelope]

- Students must obtain a travel log envelope from Undergraduate Research PRIOR to traveling
- As much of 'Part I' on the travel envelope as possible, should be filled out prior to travel
- Depart & Return times in Part I need to have airfare receipt for documentation for per diem

[Travel Log Envelope Cont.]

- 'Part II' is for all p-card purchases
- 'Part III' is for all non-pcard purchases
- Parts IV & V will be filled out by the OUR
- The student should sign the travel envelope on the back upon return

[Receipts]

- **ALWAYS SAVE ALL RECEIPTS**
- Receipts need to be **ITEMIZED** to show what purchases were made. (the credit card slip with total will NOT work)
- Food receipts must be **ITEMIZED** to show what food was purchased (the credit card slip with total & tip will NOT work)
- You may need to ask for an **ITEMIZED** receipt at restaurants & convenience stores.
- Receipts from online purchases (such as airline tickets) are acceptable
- **SIGN & DATE ALL RECEIPTS**

[WSU Travel Training]

- For a full presentation from the Purchasing Dept. on travel training, please visit the following website:

<http://departments.weber.edu/purchasing/Travel/default.htm> then click on the link labeled: Travel Training Slide Show

*Be aware that not all travel policies in the above presentation will apply to student travel