



# Travel Training

Office of Undergraduate Research

# [ P-card ]

- Students should obtain a p-card for travel purchases, including but not limited to:
  - hotel, registration fee and transportation. For mileage reimbursement, the cost of driving must be equal to or less than the cost of flying.
- Save all receipts purchased by the p-card
- Need to make a copy of the Conference Program with your name
- See p-card training presentation for full p-card rules & regulations

# Purchases and Restrictions

- Purchases within the state of Utah are tax-exempt
- Cash purchases such as ground transportation, tips, etc., under \$20 each will be reimbursed without a receipt upon return
- No Per Diem requests will be allowed.
- No rental car requests will be allowed.
- No fuel expenses will be allowed.
- No supplies will be allowed.
- NO alcoholic beverages
- NO controlled substances (prescription drugs, narcotics, 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)
- 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