

Graduate Student Enhancement Activity Award Reimbursement Information:

If your award includes travel, please see the below. If your award does not include travel, please consult your department secretary for specific reimbursement procedures.

Complete a **Student Travel Authorization Request Form**

<https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/travel/generaltravelinfo.html>

Quoted from above webpage:

Students wishing to travel should complete and submit the Student Travel Authorization Request ([click here to access the Student Travel Authorization Request form](#)). The travel form should include the specific purpose of the student's travel and any anticipated expense along with approvals from the Department Chair, Dean and Vice-president under whose auspices the student is traveling. If the travel is to be outside of the country, the traveler must also follow the requirements related to international travel. Travel expenses for students should be submitted following regular University out-of-state travel regulations regardless of whether the travel is in-state or out-of-state.

Although approval procedures vary among University division, all travel approvals must take place PRIOR to the actual purchase of tickets, conference registration, etc. as well as participation in the planned travel activity whether it is domestic travel or international travel. Please check with your appropriate administrative units for the timely filing deadlines that may apply for pre-approval of such travel.

Documentation

Receipts, other than meals, and any other documentation of the total costs of the trip (including any prepaid expenses) must be attached to and submitted along with the travel expense report. Documentation must include information detailing meals included in a registration fee. This would normally be the complete conference agenda or similar conference registration information that, at a minimum, includes daily meeting schedules. If an individual is seeking reimbursement using the University travel reimbursement form then, all receipts must be taped to an 8½ x 11 sheet of paper and included with the travel reimbursement form. Individuals seeking reimbursement using Concur must attach the applicable receipt to each expense on the travel expense report. All receipts must be legible and readable when submitted.

Submit your expenses to your department secretary. Your department will reimburse you, then your department can complete an expense transfer request and submit to Amy Clay in Academic Affairs.