

School Psychology Program: Travel Funding Guidelines  
Updated November 12, 2015

Please Note: Text in **BOLD** was taken from the Travel Reimbursement section of the UConn travel website on October 30, 2015. Students are responsible for checking this website for any updates to university procedures before and after traveling: <http://travel.uconn.edu/>. Text in *ITALICS* represents specific guidelines for school psychology students.

## **OUT-OF-STATE TRAVEL**

**Travel outside of Connecticut and within the fifty (50) United States is deemed as out of state travel.**

### **Pre-Trip**

*Students must inform one of the program graduate assistants that they will be presenting at the conference. [Students who are attending a conference, but are not presenting, are not eligible for school psychology program travel funding.]*

*When presenting their own research, doctoral students may also elect to apply for the Doctoral Student Travel Award. Please see the [grad school website](#) for more information.*

*Note: The procedures below must be followed by students receiving travel funding of any kind.*

**If attending a conference or event please pay for registration fees using your department's pro card.**

- *This step is optional, however the travel office strongly prefers that students register with no out-of-pocket cost to themselves. Please see Cheryl Lowe to accomplish this.*
- *If students elect to register on their own, they may submit the cost of registration for reimbursement later.*

*The educational psychology department requires that students fill out the pre-trip Travel WebForm (TWF) if they are requesting a Bradley Parking Permit for their travel (<http://travel.uconn.edu/out-of-state/>).*

- *If students are completing a pre-trip TWF, they must confirm the appropriate answers to the "KFS Processor" questions with their travel funding source prior to submission.*

**If a parking permit is requested for Bradley Airport, it will be mailed to your department within 5-10 days before the trip. If a request for a Bradley Airport parking pass is received within a week of the trip, it will be left for pick up on the front desk in the Travel Office.**

**Airfare tickets should be purchased through Sanditz, the University's Contracted Travel Agency. All airfare tickets submitted for reimbursement that are not purchased through Sanditz require a list of comparable Sanditz itineraries for reason of a price comparison.**

**This should be done when airfare tickets are purchased. Tickets should be capped at the Sanditz comparison price. Any airfare reimbursement that does not include a Sanditz comp will be capped at the lowest reasonable airfare itinerary at the time of processing.**

- *If students do not intend on submitting their airfare bill for reimbursement, then procedures regarding Sanditz purchases are not applicable.*
- *If students intend on submitting their airfare bill for reimbursement, they are encouraged to review the FAQ on the UConn travel website (<http://travel.uconn.edu/sanditz-f-a-q/>) and call Sanditz directly (see <http://travel.uconn.edu/sanditz/> for contact information).*
- *Note: Only coach/standard airfare are eligible for reimbursement; business or first class tickets will not be reimbursed.*

*In regards to hotel accommodations:*

- *Students should obtain a conference rate for their hotel. If no conference rate was obtained at booking, make sure the cost of the hotel stay was within 125% (excluding taxes, etc.) of lodging per diem for the area. See <http://www.gsa.gov/portal/content/104877> for a per diem calculator.*
- *Note: Students must obtain individual hotel bills for their trip. If they are sharing a room, request that the hotel split the bill upon check-in, so each person pays separately upon check-out.*

## **Post-Trip**

*While traveling and attending the conference, students should keep the following documents to be submitted upon their return:*

- *Itemized itinerary and boarding tickets for the train, plane, or bus*
- *Copy of conference registration and your conference name badge*
- *Receipts for taxi/bus/ferry/shuttle to and from the airport/train station/bus station*
- *Hotel bills – Again, students must obtain separate bills if they are sharing a room because the same hotel bill cannot be submitted for two different people*
- *At least one receipt from a purchase made in the conference city (e.g., meal, snack, cab ride, convenience store purchase, etc.)*
- *A copy of the conference schedule, which also shows any meals that were provided free of charge to the attendees, even if students did not partake of them.*
  - *This schedule along with the per diem calculator will be used to determine the amount of money students are reimbursed for meals. (It is not recommended that students submit individual meal receipts for reimbursement. But, if students elect to submit individual receipts, they must be itemized and alcohol cannot be included on them.)*
- *If driving to the conference, submit a Mapquest/Google Maps printout and email Cheryl Lowe with your home address for reimbursement by mileage.*

*Note: ALL bills/receipts that students turn in MUST show a zero, or paid balance.*

**All travelers are required to have the post-trip TWF filled out if a reimbursement is submitted in KFS. If a pre-trip TWF was submitted the post trip form may be filled out by launching the pre-trip form on the Responses page. If a pre-trip form was never submitted then a new post-trip form must be filled out.**

- *The post-trip TWF can be found on the Travel Website: <http://travel.uconn.edu/out-of-state/>. Reimbursements cannot be processed until this form is completed.*
- *Again, students must confirm the appropriate answers to the “KFS Processor” questions with their travel funding source.*

**After the post-trip form has been completed, a preparer within your department must submit your reimbursement in KFS.**

- *Typically, student reimbursements will be prepared by Cheryl Lowe and students must submit all documents for the reimbursement within 2 weeks of their return from the conference.*
- *If students receive travel funding from sources outside of the school psychology program, they should confirm with those sources who should prepare their reimbursement. This may be dependent upon how students answered the “KFS Processor” questions on the TWF(s).*