



CTSI Student Travel Request

Instructions: Please fill out the bottom three sections. Once completed, print out and obtain a signature of approval from your mentor. Once mentor has approved, provide request and any supplemental materials to your Program Coordinator. The Program Coordinator will then obtain approval from the appropriate approvers. **Any travel without prior approval will be ineligible for reimbursement.**

Student Name _____

Program Name _____

Today's Date

Primary Mentor Name _____

Reason for Travel (If Other, please explain)

Title of Event

Please give a brief description of this event, including how it is beneficial to your research

Domestic or International

Travel Start Date

Travel End Date

Transportation Method

Note: If flying, you should be booking this flight in advance through the Town & Country travel service at the University **after** you have been approved. See your Program Coordinator for details.

Hotel Needed

Rental Car Needed

Estimated Trip Cost

Note: The estimated trip cost includes any registration fees for event, total estimated hotel fees, and total estimated transportation fees.

If going to a conference, does the conference offer a travel award and will you be applying?

Funding Mechanism

Additional Comments

Is there an Event Itinerary? (If yes, please provide as an attachment)

Yes
No

Mentor Signature _____

Date _____

Program Director Signature _____

Date _____

Director of Research Education Signature _____

Date _____

FOR ADMINISTRATIVE USE ONLY

Funds Available for Use _____

FAO Number _____

Staff Accountant Approval _____

Date _____

Financial Approval _____

Date _____

Department Approval _____

Date _____

Travel Guidelines

The following guidelines will need to be followed while traveling on CTSI business:

1. The business purpose for all travel expenses must be clearly stated. The business purpose should explain why the expense was incurred and how it has a business connection. The 5 “W’s” (Who, What, Where, When, and Why) should be covered in the business purpose as they will help determine if the expense meets the criteria of the various Sponsor guidelines and University Policies.
2. **Airfare** – If you are traveling on CTSI business that includes personal business, you will be reimbursed only the airfare from Rochester, NY to the point of destination and back to Rochester, NY unless the travel cost is less than what it would cost to fly directly from Rochester and back. You will need to provide backup showing that the cost of the travel for personal business did not bear any added expense to your trip. Also, we will not pay for upgrades of the ticket. In the case of air travel, the lowest reasonable commercial airfares must be used. Once your air reservation is made, any changes to the airfare will need prior approval from your supervisor. Employees must comply with the requirements of the Fly America Act (49 U.S.C. 40118) which generally provides that foreign air travel funded by Federal or CTSI funds may only be conducted on U.S. flag air carriers and under applicable Open Skies Agreements (Fly America Act Exemption Form). The new F2 Advanced Airfare form can be used to make the reservation through one of the University-authorized travel agencies (DePrez or Town & Country). If an employee plans to use an F2 for advance airfare, reservations must be made at least 21 days in advance of the departure date with the completed and approved F2 submitted to the travel agent. Student and non-employee or UR business guests require no time limit and can be made anytime. Some of the benefits for using the approved travel agents are: 1) they understand all of the Fly America Act policies, and 2) they will also inform the Office of Global Engagement of your travel.
3. **Ground Transportation** – A new Mileage Log form must be completed for all ground transportation when you are using your personal car for business. Mileage reimbursement should include either a Google map or MapQuest showing the mileage from the University of Rochester address to the point of destination and back to the University of Rochester. Tolls are reimbursable, but gas is not because it has already been included in the per mile reimbursement rate. The mileage log form is available at the following website: <https://www.rochester.edu/adminfinance/finance/accounts-payable/forms/>.
4. **Rental Cars** – Preferred Suppliers are Enterprise Rent-a-Car, National Car Rental, and Hertz. Please remember that when renting from one of the listed agencies you should secure the vehicle under the University’s Corporate Account number. You can also reserve a car through DePrez or Town & Country. Additional auto insurance is not reimbursable for domestic car rentals. For international travel, the University recommends purchasing the liability and physical damage offered by the rental car agencies while traveling on international business. International rental car insurance is reimbursable. Fuel for rental cars, tolls, and parking are reimbursed when paid receipts are submitted. The UR’s Purchasing website contains detailed information on rental cars (<https://www.urmc.rochester.edu/purchasing/contract.cfm>).
5. **International Travel** – Faculty, Staff, and Students who are traveling abroad on University supported activity are required to register their trip with the Office of Global Engagement. Global Engagement has resources to support employees and students traveling on University business during emergencies.

6. **Meals** – Individual meals (domestic and foreign) will now be reimbursed using the per diem rate by destination during your travel on CTSI business. Meals that are provided by the conference or when someone else is paying for your meal should be removed from the daily per diem rate. Rate to use during the first and last travel day: On the first and last travel day, only 75 percent of the total M&IE rate for the location should be used. For your convenience, the Meal & Incidentals (M&IE) table has a column showing the calculated amount for the "First and Last Day of Travel." If travel on the day of departure begins at or before 7 am local time or if travel on the day of return ends at or after 7 pm local time, the traveler will be entitled to the full per diem (excluding any hosted or provided meals) for that day. Please use the per diem rate for your destination, found at www.gsa.gov/Perdiem.
7. **Group Meals** – Group meals will require receipts. Electronic or scanned documentation, including photo image of receipt, is acceptable, provided the image is clear and complete. Detailed receipts must be provided for the expenses. The receipt must show the name of the vendor, location, date, description of the goods purchased and dollar amount of the expense. A list of the attendees must also be provided along with the business purpose. If any of the required information is not available on the receipt, an attachment should be used to provide the missing information. The person paying for the group meal will be reimbursed by the receipt and should remove the meal from the daily per diem rate. All attendees must also remove the meal from their daily per diem rate. Alcoholic beverages and associated taxes are unallowable expenses and will need to be removed from the reimbursement request.
8. **Lodging** – For foreign lodging, use the per diem rate. For domestic lodging you should submit the actual paid hotel receipt. The hotel receipt should show a zero balance in order to be reimbursed. All food items should be removed as meals are covered under the per diem rate (see Meals above).
9. **Additional Items** – Snacks, beverages and personal products purchased during your travel on CTSI business will not be covered.
10. **Internet/Telephone Services** – Will not be reimbursed using sponsor funding. When at all possible, you should use the free internet connection. If the only internet connection available is a paid connection, then institutional funding will be needed to cover the reimbursement.
11. Any discounts, reward points, or credits used will not be reimbursed. Employees and students should use rewards and credits toward personal expenses.