Travel

Travel Flowchart

Planning your Trip

1. **Secure funding.** Apply for pre- and post-doctoral travel awards sponsored by conference agency, if available. Graduate students presenting original addiction-related research may apply for travel awards sponsored by conference agency, if available.

2. **Request travel authorization** (see link A).

3. **Register for the meeting.** Be sure to register early for the best rates. The PI's procard may be used to pay this expense, except when lodging at registration. In this case, you'll pay for combined registration/lodging/meals with your personal credit card and submit the itemized receipt for reimbursement.

4. **Submit abstract and abstract submission fee.** This fee may be paid with the PI's procard.

5. **Book airfare** (see link B). Airfare will be centrally billed through PI's account number or paid with a personal credit card (no procards).

6. **Book lodging.** Pay with personal credit card and collect itemized invoice for reimbursement. Postdocs/students should book double rooms, and each individual should make their own booking (ask to have the reservation split on two personal credit cards). For shared rooms, make sure your invoice lists your name and your room charges only.

7. **Meal expenses.** Receipts are not required for meals when expenses do not exceed the $51 per diem cap. However, the full per diem rate is assumed when expenses exceed the per diem rate. Keep track of these expenses on the mobile/online app Expensify, so you'll know how much to ask for in reimbursement for you sharing a room, make sure your invoice lists your name and your room charges only.

8. **Mass transit, taxis, parking fees.** Receipts are not required for parking fees and intracity taxi/train/bus/shuttle expenses, except when an individual fare exceeds $100. Receipts required when traveling between cities. (Track expenses not requiring receipts with Expensify)

9. **Misc. expenses.** Receipts required. See list of reimbursable and non-reimbursable expenses.

10. **Personal car mileage.** With the exception of tolls and parking expenses, reimbursement of mileage is inclusive of all expenses associated with personally owned or leased vehicle. Employees can be reimbursed at 53.5 cents per mile.

11. **Vehicle rentals.** See link C.

12. **Multi-colleague “official occasions.”** Receipts required when hosting a meal for colleagues (see link C). Keep itemized restaurant and personal credit card receipts.

13. At the conclusion of your trip, fill out a travel expense reimbursement form and submit all required receipts for reimbursement (see link C).