

Graduate Student Travel Instructions and Tips

Our goal is for trainees to pay as little as possible out of pocket for conference travel because reimbursement can sometimes take a couple of months. Following these instructions will help reduce out of pocket expenses.

1. Identify a conference and discuss attendance with your mentor. Discuss with your mentor if they will fund all or part of the trip.
2. Open a travel triage ticket as soon as you decide you will be attending the conference (<https://forms.as.uky.edu/travel-form>). Make sure to “associate” your faculty mentor with the travel ticket. If the conference is outside of the USA, you will need to register the international travel with UK. The triage ticket will have instructions added in the notes about this process.
3. If applicable, apply for Biology Travel Funding (<https://bio.as.uky.edu/travel-support>). Note: to receive department travel support you must (A) be presenting and (B) can only have one department travel award per fiscal year.
4. If approved for Biology Travel Funding, “associate” Dr. Santollo with the travel ticket.
5. Before you can use the pro-card the following needs to happen: on the travel ticket your mentor and Dr. Santollo will indicate their funding support. For example, Dr. Santollo will indicate “Biology will cover \$800 of this travel” and your mentor will indicate “my grant will cover the balance of the travel.” Then Melissa Cowan will indicate that “funds are available/fund are confirmed.”
6. Once the funds are confirmed you can start booking your travel. You should use a business center pro-card for: Abstract Submission, Conference Registration, Airfare, and Hotel. To get the pro-card information, you should bring your laptop to the business office (JSB 361) and make payments while at their office.
7. Abstract Submission and Conference Registration are easy. Just enter the provided pro-card information on your conference website. Make sure to upload the receipts to the travel triage ticket.
8. Airfare should be purchased through either Concur (myuk) or by calling Avant Travel at 859-233-0000. Again, the business office will provide you with a pro-card.
 - a. If personal travel is associated with the trip, obtain a cost comparison for the flight (This means that you need a PDF of the ticket prices from Concur for the days just covering the business portion of the trip. Make sure to upload this to the travel triage ticket) and confirm it is valid with the Business Office. You can only use the pro-card to purchase the flight if the flight with personal travel is of equal or lesser value than the cost of the flight for just the business days. Make sure to upload the receipt to the travel triage ticket.
 - b. If the cost of the flight with personal travel is more than the cost of the flight on just the business days, then you must use a personal payment method. After you return from the trip, you will be reimbursed up to the cost of the business portion of the flight. For example, if purchasing a flight for just the conference costs \$500, but the flight with personal travel costs \$600, you will be reimbursed for \$500. Again, when purchasing tickets obtain the cost comparisons from Concur.
 - c. If you purchase through Avant, tell them you are with the Biology Department. Avant will then reach out to the Business Center for the pro-card information to book the flight.
9. Hotel booking. If you are staying at an Airbnb, just enter the provided pro-card information when booking. Make sure to upload the receipt to the travel triage ticket. If you are staying at a hotel, enter the pro-card information when making your reservation. Then, contact Jarryd Settles in the Business Office (8-3614) and he will coordinate the credit card authorization so the room and tax will charge the Business Center pro-card. This will allow you to charge the hotel stay to the pro-card without having a physical copy of the pro-card. *Note, you will still need to provide the hotel with a personal credit card in the event of incidentals. When checking out, make sure the hotel is charging the University’s pro-card for the room and tax and not the personal credit card you provided them. If incidentals are charged to your room, those will go on your own credit card.
10. During your travel, collect any receipts related to airport parking, checked luggage, Uber rides, or other incidentals. Food is reimbursed via daily per diem. See (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) for the per diem rate by city. *Note, the per diem rate is probably more than you will spend on food per day. You should discuss with your mentor their policy on meal reimbursements. For example, I ask my students to keep track of their food costs and then to only request reimbursement up to what was spent. This is important because it saves money on the grant that can be used for other expenses.
11. Upon return from your trip, you will fill out a Concur report (via myuk) to be reimbursed for your remaining expenses (food and other incidentals). The business office hosts a Concur Lab every week. If you would

like help filling out the Concur report, attend the next open lab (Jacquie sends out emails with this information).