

READ PLEASE



Helpful travel tips: **WE MUST HAVE ORIGINAL RECEIPTS WITH PROOF OF PAYMENT.**

MILEAGE

1. If you drive, mileage cannot be split but fuel can. Please turn in fuel receipts for the fuel you purchased. Again, if one person pays it all, the other(s) will have to write that person a personal check then turn in a copy of the cleared check along with a copy of the fuel receipts for reimbursement. **BOTH CANNOT BE CLAIMED.**

AGENDA

2. You must provide a copy of the condensed conference agenda overview to show what meals, if any, are covered by the registration fee. Usually 1 to 3 pages.

AIRFARE

3. UT will only reimburse economy or coach airfare. And, will not reimburse for trip insurance. We must have the itinerary along with the paid receipt.
4. If you don't fly from your home base, you will need to print a comparison flight from your home base at the time you book your flight. (Ex. You live in Knoxville but fly out of Nashville. You need a comparison flight flying from Knoxville to prove the cost flying from Nashville is cheaper.) You can claim mileage to/from Knoxville as long as the total cost of mileage and airfare from Nashville is cheaper than airfare from Knoxville.

HOTEL

5. If you share a room with someone, ask the hotel to split the bill for you at check-in so that each of you has your own receipt. Hotel bill/receipt should have names of everyone staying in the room.
6. Or, if you share a room but the other person pays the entire charge, you will need to write that person a personal check then turn in a copy of the cleared check along with a copy of the hotel receipt for reimbursement.
7. If you stay with family or friends, we must have the name and address of where you stayed. This is to declare the region for per diem reimbursement unless it is on personal days.
8. You do not have to stay in the conference hotel, you can stay at any hotel, Airbnb, etc. and be reimbursed up to the conference hotel rate.
9. You must provide proof of conference hotel rate published on the conference website. Please print this out while registering.

OTHER

10. Reimbursement usually takes less than two weeks; however, some times are busier than others and reimbursement can take up to four to six weeks.
11. Students will need to provide a copy of the emailed letter from GSS if applicable.