

**Travel Information Form
For Students, Non-Employees and Non-Regular Employees**

ALL UH/RCUH travel requests for students, non-employees and non-regular employees require written/e-mail authorization from the Business Office before any expenses are incurred or financial commitments are made. Note: P-cards cannot be used for students and non-employees. This TIF is intended to help insure students, non-employees and non-regular employees are eligible to travel; to alert travelers of possible tax implications; and will assist with the completion of travel requests.

Traveler Information – Check all that apply:

- Student (S) - **Attach Form WH-1** | Degree Seeking | Non-Degree Seeking | U.S. Citizen Yes No
 Non-Employee (NE) - **Attach Form WH-1** | U.S. Citizen Yes No
 Non-Regular Employee (NR) (casual, lecturer, 89-day, student worker, etc.)

Account number to be used for travel expenses: _____

Approving authority for the account: _____

Please provide the name, title and status of all travelers under the designated account

Last Name, First Name	Job Title If Applicable	Immediate Supervisor Or Oversight Responsibility	Status S-NE-NR

Dates of travel from ____ / ____ / ____ to ____ / ____ / ____ Destination City: _____

General Nature of Travel and any Personal Time:

Please briefly explain/describe the general nature of the travel (conference, meeting, training, workshop, etc.) and provide the website address of the event if applicable. Note if any personal time will be taken by whom and when.

Total Number of Travelers and Total Estimated Costs:

Cost Item	Per Person	Total Amount	Cost Item						Total Amount	
Airfare	\$	\$	Lodging:	\$	night		rooms		nights	\$
Ground Transportation	\$	\$	Parking:	\$	days		days			\$
Registration	\$	\$	M&IE / PD	\$	day		days		persons	\$
Other Itemized Expenses and Justification:										
									\$	
									\$	
									\$	
Per Person Cost:				\$	Total Estimated Cost:				\$	

Contact Information:

Travel information contact person: _____ E-Mail: _____

Traveler Justification

For travel involving students, non-employees or non-regular employees, complete and submit. Do not incur any expenses or make any financial commitments until authorization is given by the Business Office. Travel expenses may or may not be reportable/taxable to the traveler. It is the traveler's responsibility to determine the taxability of the sponsored travel as the university/college does not provide tax advice or service. Please refer to APM 8.851 and RCUH Policies 2.510 and 2.520 for more information.

Any traveler funded by the university/college represents the university/college and travel must be for official university/college business and for its benefit. Therefore, it is crucial to justify why a student, non-employee or non-regular employee travel is being funded. Please provide the following information and attach a separate sheet as may be necessary.

1. **Event Information:** Event title, description/summary, location, dates/times, and general event schedule.
2. **Purpose of Travel for each Traveler:** Reason for each traveler to attend the event. What is the nature of attendance at the event or task to be performed. As applicable, how does this help achieve or align with grant goals and objectives (please list).
3. **Justification for the Travel for each Traveler:** Explain why the student, non-employee or non-regular employee was selected for travel and not a regular employee. What special or unique situation or circumstance exists such that the student, non-employee or non-regular employee must attend the event instead of a regular employee. How will the university/college benefit from the attendance of each traveler.
4. **Post-Travel Requirements:** Please describe the nature of any post-travel requirements for each traveler as may be applicable.
5. **Student Traveler:** Will the student receive any extra credit for attending the event? How was the student(s) selected...what was the criteria for selection?