



TRAVEL FUNDING CHECKLIST

The Undergraduate Business Council (UBC) has partnered with the School of Business to support student travel for personal and professional development. Both clubs and individual students are eligible to apply for travel support. Receipt of funding depends heavily on following University policies and procedures, so please carefully review the entire checklist, noting key dates and required documentation.

Please note that the UBC and the School provides funding for registration, hotel, airfare and mileage. **We cannot provide funding for meals.**

If you have any questions as you walk through this process, please reach out to the UBC Director of Funding.

KEY CONTACTS

Michaela Cantrell
Accounting Specialist
Shared Service Center
(785) 864-9002
michaela_cantrell@ku.edu

Amy McCurdy
Administrative Associate
School of Business
(785) 864-4500
amccurdy@ku.edu

Mykola Hordiichuk
Director of Funding
UBC
uakolia@ku.edu

PROCEDURES

- 1) If traveling with a student group, designate one student to be the **travel coordinator**. This student will be the primary contact for the trip.

- ☐ The student / travel coordinator must first meet with the UBC Treasurer or Kelvie Crabb, UBC Faculty Advisor, to be approved to use UBC travel funds prior to beginning the process outlined below.
- ☐ Any correspondence sent to either Michaela Cantrell or Amy McCurdy should include a copy to the UBC Director of Funding.

Items **2) & 3)** should be completed **at least two weeks** prior to the travel date:

- 2) The following items should be sent in one email to Michaela Cantrell, with a copy to the UBC Director of Funding you met with and received approval from:
 - ☐ **Description** of the event the student(s) will be attending. Include the business purpose of the event and how student attendance will impact the School of Business.
 - ☐ Attach an **itinerary** of the event or a brochure describing what the event is.

- ☐ Provide a **list of the students and faculty attending**, including their name, phone number and **KU** email address. Note whether any of the attendees are University employees. Note whether you will have a faculty escort.
 - ☐ Include name and address of the hotel the group plans to stay at, and who will be staying in each room.
 - ☐ **If driving your own car**, provide a final destination address. Note how many cars will be used, and the anticipated drivers and passengers of each car. Instruct drivers to keep all toll receipts, and to note the start and end time of the trip. Drivers will be reimbursed at \$0.56 per mile.
 - ☐ **If renting a vehicle**, it must be rented using either **Enterprise** or **National Car Rental** and reserved using [KU's contract number](#). Provide a final destination address. Note how many cars will be used, and the anticipated drivers and passengers of each car. Instruct drivers to keep all gas and toll receipts, and to note the start and end time of the trip.
- 3) In addition to the email above, the following items must be provided to Michaela Cantrell for **each student traveling**:
- ☐ Complete an online [travel request form](#) for each person attending. If you're traveling as a group, it would be helpful if the travel coordinator assists the other students in completing the form.
 - For "Your Shared Service Center", select "**Finance SSC**". Then select "**School of Business**"
 - When asked "**Will you book your trip using CTP/Concur?**" select "**Yes**"
 - Use the online form to note how much travel, registration and hotel expenses are expected to be for each person.
 - When asked how the travel will be funded, choose "**Department**", type "**School of Business**" for "Department Name or Number", and comment in the "Additional Funding Information" field that the travel will be funded using the following account: **2003503-BUSUGE1471**.
 - If you need help booking travel or prepaying for expenses, please have travel coordinator see Amy McCurdy once your travel request is approved.
 - ☐ An ink-signed **Form W-9** (domestic student) or **Form W-8BEN** (international student) for each attendee should be gathered **as soon as possible** to ensure each traveler is set up in the system for any potential reimbursement. Please review p. 3 before completing the W-9. All attendees need to fill out a W-9 regardless of prior travel.
- 4) Once the travel request is approved, the student/travel coordinator should contact Amy McCurdy to request the departmental purchasing card. This credit card may be used to help pay for travel expenses, such as group lodging or registration fees, as long as the charges do not exceed the total allotted UBC funding amount. Any purchase not using the departmental purchasing card should be made separately by each individual traveler to ensure that any remaining funding can be reimbursed.
- 5) Upon your return to Lawrence, the student/travel coordinator should provide copies of **all receipts** to Michaela Cantrell via email.

THE W-9 EXAMPLE BELOW SHOULD BE REFERENCED BY DOMESTIC STUDENTS
INTERNATIONAL STUDENTS SHOULD COMPLETE A W-8BEN

Yellow indicates required field; leave all other fields blank.
(Complete all fields but signature and date digitally for legibility)

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Jane Doe

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
1234 Elm St

6 City, state, and ZIP code
Lawrence, KS 66046

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

1	2	3	-	4	5	-	6	7	8	9
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or

Employer identification number

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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

1-28-22

General Instructions

Section references are to the Internal Revenue Code noted.

Future developments. For the latest information about related to Form W-9 and its instructions, such as leg after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

INK sign and date

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is backup withholding*, later.