



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

Tanner Grubbs
Accounting Specialist
Shared Service Center
(785) 864-9385
tdgrubbs@ku.edu

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

Andrew Moore
Director of Funding
UBC
(913) 325-6826
andrew.a.moore@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 Tanner Grubbs or Amy McCurdy should include a copy to the UBC Director of Funding.
- 2) At least **two weeks** prior to the travel date, the following items should be sent in one email to Tanner Grubbs, 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 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 \$0.58 per mile.
 - If renting a vehicle**, it must be rented using either **Enterprise** or **National Car Rental**. 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 Tanner Grubbs for **each student traveling**:
- Complete an online **travel request form** for each person attending, located at <http://ssc.ku.edu/travel-request-form>. 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 "**Eaton Hall SSC**". For "Eaton Hall SSC Supported Departments", select "**School of Business**"
 - 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 two accounts: BUSUGE1470 (80%) and BUSUGE1471 (20%).
 - If you need help booking travel or prepaying for expenses, please see Amy McCurdy once your travel request is approved.
 - Provide a **Form W-9** (domestic student) or **Form W-8BEN** (international student) for each attendee as soon as possible, so we can ensure each traveler is set up in the system for any potential reimbursement.
- 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 pay for travel expenses.
- 5) Upon your return to Lawrence, the student/travel coordinator should provide copies of all **receipts** to Tanner Grubbs via email.
- Purchases (airfare/registration/lodging, etc.) need to be made separately by each individual traveler in order to receive a reimbursement.

