**Travel Steps for Grad Students**

\*Please read to the very end, all of this information is important\*

**Travel and Reimbursements**

1. Complete a Biology Travel information form [Link](https://biology.umbc.edu/files/2021/12/Travel-Information-Form.pdf) and bring to the office or email to Kristen at Kmarkus1@umbc.edu. Stopping by the office to go over the form will save you many emails.
2. Apply for a GSA Travel grant if you qualify [Link](https://gsa.umbc.edu/conference-grants/)
	1. Do **not** complete the Pre-Approval Form in the instructions. Kristen will do this for you.
	2. Do **not** complete the reimbursement form. Kristen will do this for you.
	3. Email your award letter to [Kristen](http://kmarkus1@umbc.edu) as soon as you get it.
3. See Kristen before you book any travel (hotel, flights, or conference registration) as many of the charges can go directly to the department p-card. This will reduce your reimbursement that takes 6 – 8 weeks to receive, once you return from the conference.
4. Email [Kristen](http://kmarkus1@umbc.edu) the following information as soon as you have it. She will compile it with your travel/reimbursement forms.
	1. GSA Travel Award letter
	2. Scientific Meeting Form if using [Link](https://biology.umbc.edu/resources/business-resources/)
	3. Conference registration receipt
	4. Conference program or agenda
	5. Lodging information
5. **Once Pre-Approval is complete, you will receive a DocuSign form to complete.** If you are flying, no tickets will be purchased until Globetrotters receives your signed document.
6. If you applied for a GSA travel grant, download the completed DocuSign and attach it to the application.
7. Kristen will forward hotel and flight confirmation numbers to you, if needed.
8. Once travel is complete send an email to Kmarkus1@umbc.edu requesting a reimbursement. Include any of the following that apply:
	1. Hotel receipt
	2. Any meal receipts for meals not reimbursed at the per diem rate
	3. Number of meals to be reimbursed at the per diem rate
	4. Ride share receipts
	5. Receipts for anything else you need reimbursed (gas, parking, tolls etc.)

**Payment of conference registrations and abstract fees**

1. You will need a completed travel information form or an email from your PI approving the use of their grant.
2. Option 1: The best way
	1. Schedule a time to meet Kristen in the office
	2. Complete the registration until you reach the payment page
	3. Bring your laptop to the office and Kristen will enter the payment information
3. Option 2
	1. Complete registration questions, taking screen shots of each page
	2. Send the login information (password and username) and the screen shots to Kristen
	3. Kristen will login as you and enter the payment information.

**Things to consider**

1. You will **not** be reimbursed for any travel if a pre-travel approval form has not been completed at least 1 week **before** travel. (Complete a Travel Information form and return to [Kmarkus1@umbc.edu](http://kmarkus1@umbc.edu))
2. You have 10 days from your return to turn in receipts for reimbursement
3. Thank you for reading to the very end 😊