

How to Access Funding for Travel

Planning ahead is key to successful access of allocated funding for student organization travel. If funded for any portion of student organization travel, a trip must be created in the university ProTrav system. Pam Creger will assist with this, and you should contact her as soon as your travel plans are known.

Registration:

Registration is the easiest expense to pay using NISG allocated funding. It can be paid for directly by working with Pam Creger to pay with a university credit card. In this way, student(s) and student organizations do not have to pay out of pocket and seek reimbursement following the trip completion.

- Set up a meeting with Pam Creger to discuss registration if applicable for conferences/events your organization will be attending
 - Whenever possible, these registration fees will be paid using a university procurement card to avoid out of pocket expense by individual student(s) or the student organization off campus account if they have one
 - If an out of pocket expense must occur for registration, any reimbursement for this as allowed by the allocation received will be issued through the ProTrav system as a Travel Expense Voucher – you will work with Pam Creger to provide proper receipts for your out of pocket expense

Hotel/Lodging:

Hotel/Lodging expenses are a reimbursable expense. The expenses must be paid for by traveling student(s) or student organization. Reimbursement can be requested following the completion of your travel.

- Work with Pam Creger to ensure that you have all of the information you need to successfully request reimbursement for expenses when you return from your trip.
Failure to do this may risk your ability for reimbursement

Transportation:

Schedule a meeting with Pam Creger – pamela.creger@uni.edu to discuss the method of transportation you will be using if you intend to use your travel allocation to pay for part or all of that cost.

- Do not purchase any airfare, or make out of pocket expense until you have met with Pam Creger
 - **Failure to do this may risk your ability for reimbursement**