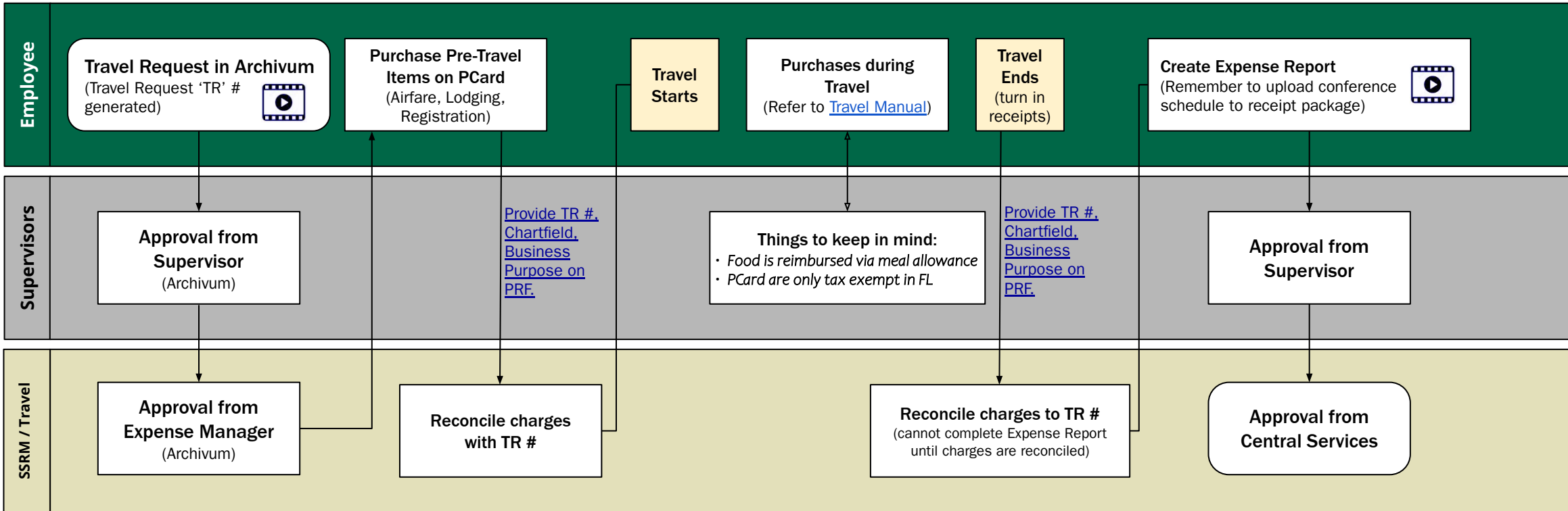


Student Success Travel Workflow



Tips:

Travel Requests must be submitted under a traveler. A delegate can be assigned to complete this process on behalf of the traveler.

Student travel can often be included under a "lead" traveler. Include student U#'s on all receipts corresponding to student purchases and submit a signed roster with the expense report.

Meal allowance is \$6 for breakfast, \$11 for lunch, and \$19 for dinner. Can only be claimed if meals are not provided by conference/travel.