

TRAVEL CHECKLIST

Travel Instructions



These are travel instructions for travel that is covered by Student Services. Examples of this travel include the SGA President and Vice President to go to COSGP, SOMA President and National Liaison Officer to travel to ALOMA, and for students who hold national positions within SOMA or COSGP. Read all the instructions below before you begin the process. If you have any questions, please email htaylor@acom.edu or call 334-944-4009. You may also reach out to accounting for questions accounting@acom.edu.

1. Notify Student Life
Email Hannah Taylor (htaylor@acom.edu) that you have travel coming up and provide documentation of the conference you will be attending.
2. [Travel Request Form \(TRF\)](#) - Before you book
Fill out the travel request form by finding airline and hotel quotes online. Once you have an idea of what the cost will be, email Hannah a screenshot of the quote you found and round up the cost on your TRF. You may not spend above what is estimated on your TRF, so you want to round up enough to give you room if airfare goes up. You must put your student ID number and the department name will be Student Services. Estimate transportation as well based on what your fees have been in the past.
3. Approvals
Once you email Hannah a completed and signed TRF, the quotes from the hotel and airline, and a document or email from the conference you are attending, your documents will be submitted to Dr. Reynolds and Dr. Jones for approval. Once they are signed, Hannah will email you to book travel.
4. Booking Travel
Once you are notified to book, you will check out the credit card from Hannah. The credit card should only be checked out when you are ready to use it. You may not keep it overnight. Realize that other student groups may need to use it that day. You may go to the 3rd floor outside the study rooms and use that computer to book your travel. YOU MUST PRINT OUT ALL RECEIPTS and give them to Hannah right after booking. Exceptions can be made if a student is not on campus. That student will need to work with Hannah to book travel with the credit card and MUST EMAIL RECEIPTS AS SOON AS YOU GET THEM. Hotels send final receipts when you check out. Again, send them to Hannah as soon as you get them.
5. While you are traveling
Keep all reimbursable receipts. Only one person's meals can be on a meal receipt. Alcohol cannot be on the food receipt, if it is, you will need to remove the cost of the alcohol plus tax from the total on the receipt and handwrite the total you are wanting to be reimbursed. You can only be reimbursed for up to \$50/day for meals. You will NOT be reimbursed for upgrades or any of the services listed on the TRF. You may only get reimbursed for transportation that is deemed "professional" – to and from airport, to and from the conference location from your hotel, etc.
6. When you get back: [Travel Expense Report](#)
When you get back, you will submit all receipts (flights, hotels, parking, seminar fees, uber, lyft, etc.) with the Student Travel Expense Report. You will fill out the top like you did for the TRF. You will put the date under the days of the week that you were traveling. You will fill out the bottom with the corresponding receipts and days. If it was paid by you, and needs to be reimbursed, you will put it in the "Total Paid by Student Column." If you used the school's credit card, it would go in the "Total Paid by ACOM CC." The grand total should not exceed the total on the TRF that you filled out before you left. This must be signed by Dr. Reynolds and Dr. Jones before it can be submitted to accounting which must happen within 30 days of travel.