

# Memorial University Faculty of Engineering Student Design Team Travel Guidelines

To utilize funding made available through the Angus Bruneau Student LIFE Program or other funding facilitated through the University, students must complete the follow the procedure outlined below.

Please note that your Student LIFE award can only be used to cover expenses highlighted as applicable in your award application. Any expense that is not highlighted in the Student LIFE award application will not be eligible for reimbursement.

All forms related to travel can be found at the following link: <https://www.mun.ca/engineering/faculty-and-staff/forms/travel/>

**The process you must follow is as follows:**

1. Complete a travel request form
  - a. Every individual student travelling must submit a **travel request form**.
  - b. Forms must be submitted at least one week before travel, and must be submitted for all travelling members before a purchase order can be created for the travel agent (see item 2 below).
    - i. The earlier these forms are submitted the better
    - ii. **If you do not submit a travel request form before you travel you will not be reimbursed for any expenses incurred.**
  - c. You must **SIGN** the form
  - d. NOTE: travel request forms must be submitted as a package. The Memorial staff member helping you **WILL NOT** submit the forms for processing until the forms from **all** travelling team members are received.
2. Contact LeGrow's Travel to book the flights through purchase order
  - a. Contact Details: <https://www.legrowstravel.ca/branch-details/101/crosbie-place>
  - b. LeGrow's will cost a little more than booking directly through the Airline, however LeGrow's will accept a Faculty Purchase order. This means that you will not have to pay for your flights out of pocket and seek reimbursement.
    - i. If you choose to pay for your flights out of pocket, then you will need to carry that cost until up to four weeks **AFTER** your return from your event.
    - ii. The University **is not** responsible for incurring any costs related to interest on a personal credit card.
  - c. LeGrow's travel can only hold a price until 5pm the same day, however purchasing through the University is a time consuming process. Purchase requests for travel should be submitted **NO LATER THAN 11AM** to ensure that the request is processed during the same business day. Otherwise, the process will need to be repeated the following day (which will run the risk of changes in cost).

3. Travel to the event
  - a. Ensure that you **keep a copy of your boarding pass** as this will be used as confirmation that you actually travelled.
  - b. Keep a **copy of all receipts**. Purchases cannot be reimbursed if a supporting receipt is not submitted.
  
4. Submit a Travel Claim form
  - a. Every individual student must complete a **travel claim** form to be reimbursed.
  - b. Only eligible expenses as outlined in your LIFE application will be reimbursed from the available funding.
    - i. A copy of a receipt must be submitted to support each line on the travel claim form. They should be clearly scanned and include in the order listed on the Claim form.
    - ii. Each purchase should be it's own line on the form
  - c. You must **SIGN** page one of the form
    - i. Page two of this form can be used if there are not enough lines on page one to list all relevant expenses
  - d. NOTE: travel claim forms must be submitted as a package for the entire team. The Memorial staff member helping you **WILL NOT** submit the forms until all forms have been received from each member.

### **On Booking Accommodations:**

It is difficult to book accommodations using your LIFE award as each booked room requires a credit card on file at the time of check in. For this reason the booking should be made by the student and reimbursed when the return. Sometimes, it's possible to capture the hotel under the registration for your event. If this is possible, then the LIFE fund can be leveraged for the booking.

Some advice for booking accommodations:

- Consider how you will be getting around at your location:
  - Will you be able to get a shuttle from the airport, if not, how will your team reach the hotel?
  - Is your hotel at the location of the event?
    - How many rooms will you need? Does anyone travelling require special accommodations? Can you maximize the number of shared rooms?
    - Is it possible to leverage a group rate through the event?
    - If not, how will you get to the event each day to participate? Is it walking distance? Will you be able to transport your project to and from the event?
    - Will you need to rent a vehicle? If the answer is yes, insure that you consider insurance.
  - Will you need to do any testing or pick up any supplies when you arrive? Where will you get them and how far are they from the hotel?
- Are there any special considerations for the equipment you're bringing to the competition?

- Are you travelling with Batteries? If so, it is best practice to call the airline and confirm they can be taken on the plane.
- Is your project able to be broken down and take in parts to the competition for reassembly? How will you pack it?
- Will the project need to be shipped? If so have you looked into the cost and any restrictions for border crossings?



## TRAVEL REQUEST

This form is required for all persons who wish to travel, whether or not a travel advance is requested. The original of this form must be attached to the Travel Advance Request form, if applicable. Otherwise, attach to the original of the travel claim before it will be processed by the Financial Services. This form should be prepared well in advance of the proposed date of travel.

### TRAVEL DETAILS

In compliance with University Policy Travel-General, authorization is requested for use of funds (operating or research funds) to attend the following association meeting, field travel, conference, etc. If insufficient space is available, please attach additional information.

**NOTE:** If renting a vehicle, written justification must be attached in order for expense to be reimbursed.

Applicant: \_\_\_\_\_ Department: \_\_\_\_\_

Name of convention/meeting etc.: \_\_\_\_\_

Location: \_\_\_\_\_ Nature of participation: \_\_\_\_\_

Other details: \_\_\_\_\_

Departure date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Return Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Have you applied for travel funds from sources other than the Collective Agreement pool? YES \_\_\_ NO \_\_\_

If no, why not? \_\_\_\_\_

If you have applied to other sources, how much have you applied for? \$ \_\_\_\_\_

### Estimate of Travel Costs

Conf/Reg Fee	\$	_____
Transportation	\$	_____
Meals	\$	_____
Lodgings	\$	_____
Other	\$	_____
<b>TOTAL</b>	\$	_____

Enter the full estimated cost per student here. It's okay if the total exceeds the total available in awarded funding.

### SOURCES OF FUNDING

Source	FOAPAL	Amount Requested	Funding Authorized
Research Grant	_____	\$ _____	n/a
SSHRC Travel	_____	n/a	\$ _____
Internal Award	_____	\$ _____	\$ _____
Collective Agree. Pool	_____	\$ _____	\$ _____
Other: _____	_____	\$ _____	\$ _____
TOTAL FUNDING (should not exceed total costs above)		\$ _____	\$ _____

### REQUIRED SIGNATURES

Requested by:	Notification of grantee use of funds	Approval for funding from University operating funds
Sign your name here	_____	_____
Employee Signature	Dept. Head, Dean, Associate Dean, Executive Director, Vice-President	Dept. Head, Dean, Associate Dean, Executive Director, Vice-President

Date	Date Here	Date	_____	Date	_____
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Distribution:

- Original: with Travel Advance Form or Travel Claim
- Copy 1: Dean's Office
- Copy 2: Department
- Copy 3: Employee

The finance office will review all submitted forms and mark off how much funding is available and this form will be kept on record to process travel reimbursements



**Receipt Number 1:** Event Registration

**Receipt Number 2:** Flight Receipt

**Receipt Number 3:** Boarding Pass

**Receipt Number 4:** Hotel Receipt

Etc....