



AEC GRADUATE ASSISTANT TRAVEL GUIDE

BEFORE TRAVELING:



- Review travel policies in the [Graduate Handbook](#).
- Meet with your advisor to discuss travel funding.
- If your advisor cannot fully fund your travel expenses, explore other options, such as AECGO and Grad School funding, before requesting departmental funds.
- Do not purchase any prepaid expenses until travel funding is approved.
- Submit your Travel Application. Must be submitted at least 2 weeks prior to your trip for domestic travel and 40 days prior for international travel.
 - Please contact Michaela for links to the department travel application and reimbursement forms.
- After travel funding is approved, you may purchase prepaid expenses such as airfare and reserve lodging. Please coordinate this with your advisor to ensure the most cost-effective form of transportation is being used.
- Airfare purchases may be submitted for an advance reimbursement. Please upload the airline receipt to Emburse and email Michaela Crumpler to request the advance. If you do not want an advance reimbursement on this expense, it may be submitted with the other expenses upon your return.
 - Please see the instructions in “After Travel” regarding setting up direct deposit for reimbursements.
- Meet with your advisor to discuss conference registration. Conference registration may be covered but the department will not cover membership dues.

Disclaimer: Travel funding is not guaranteed and is dependent on grant and departmental funding availability.



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DURING TRAVEL:

- Keep copies of all receipts during the trip. Receipts must be itemized. It is highly recommended that you download the Emburse Enterprise app to scan and upload receipts directly to your Emburse account.
 - **Receipts cannot contain Alcohol purchases and delivery services such as DoorDash are not reimbursable.**
- For in-state travel, ensure state tax is not charged to the final bill. Hotels will require a copy of the [Texas Hotel Occupancy Tax Exemption Certificate](#). If state tax is not removed, you will not be reimbursed for that expense
- Check meal per diem rates for the destination city you are traveling to. Expenses over the allowed per diem will not be reimbursed. If meals were provided at the conference/meeting, meal expenses may not be reimbursed.
 - Per diems are based on the meal period. For example, the below per diem allow travelers to spend up to \$22 for breakfast. If breakfast is skipped or provided for the conference, that amount cannot be used towards lunch or dinner.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
San Diego	San Diego	\$86	\$22	\$23	\$36	\$5	\$64.50

AFTER TRAVEL:

- Submit the Travel Reimbursement Form upon return. Only list expenses that will be covered by the department, grant, or graduate school funding. **DO NOT** list expenses that will be paid for by AECGO.
 - Please contact AECGO for instructions on submitting expenses for reimbursement.
 - Please contact Michaela for links to the department travel application and reimbursement forms.
- Ensure all receipts are uploaded to Emburse. You may upload receipts using the Emburse Enterprise app or scan and upload the receipts on your computer.
- Check e-mails daily to avoid delays in the process. Once the travel reimbursement is submitted, you will receive an e-mail to approve the request. Please review for errors before approving. Travel may request additional information. Please watch for communication from Michaela Crumpler regarding any additional information needed to process the reimbursement.
- If you would like your reimbursement sent as a direct deposit, please ensure a direct deposit account is provided. If a direct deposit account is not provided, the reimbursement will be in the form of a check and must be picked up in-person at the payroll office.
 - Go to RaiderLink → Employee tab → Click on “Update my Direct Deposit” → Click on “Employee Reimbursement Account” → Add account information