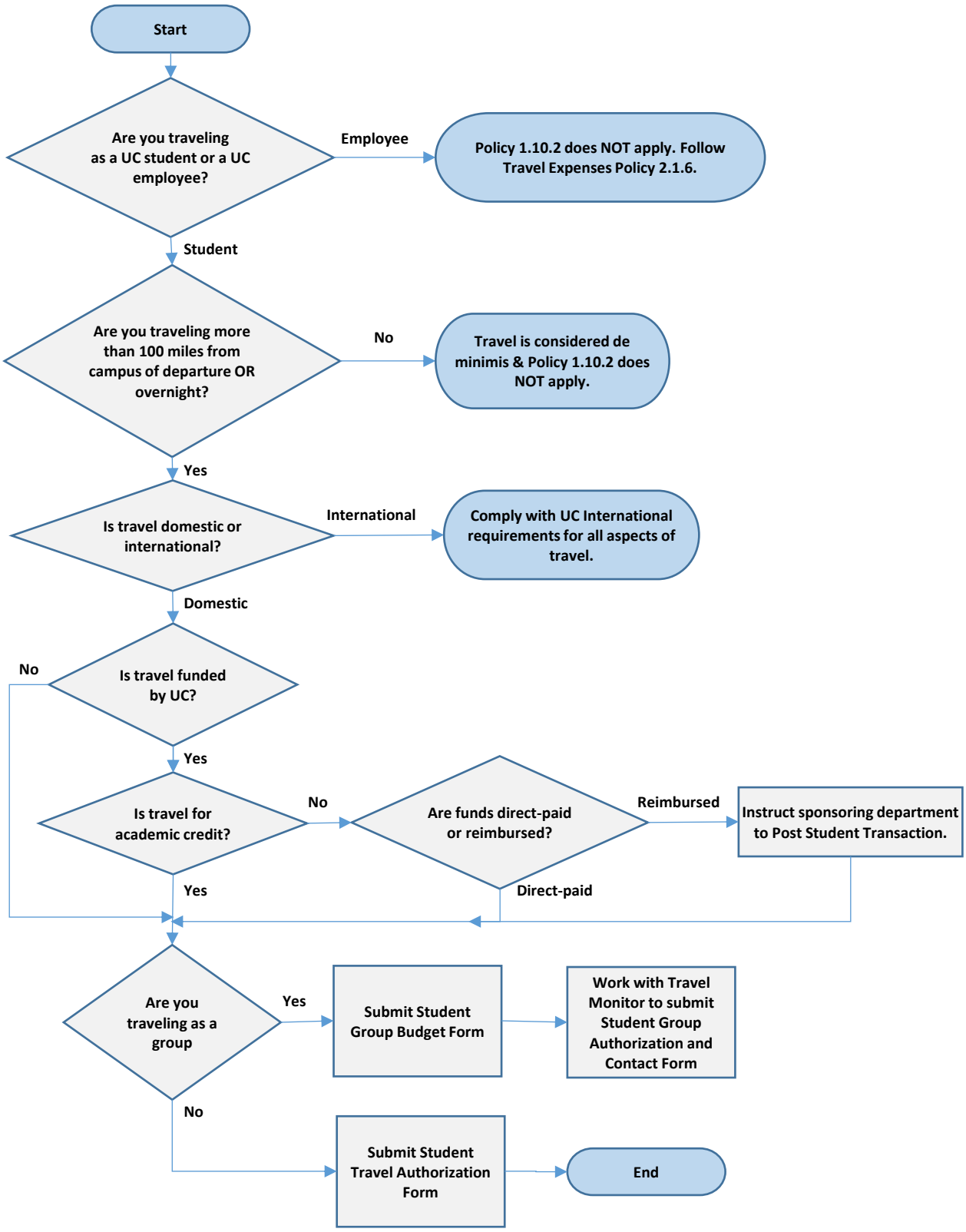
Start
Are you traveling as a UC student or a UC employee?
Employee
Policy 1.10.2 does NOT apply. Follow Travel Expenses Policy 2.1.6.
Student
Are you traveling more than 100 miles from campus of departure OR overnight?
No
Travel is considered de minimis & Policy 1.10.2 does NOT apply.
Yes
Is travel domestic or international?
International
Comply with UC International requirements for all aspects of travel.
Domestic
Is travel funded by UC?
No
Yes
Is travel for academic credit?
No
Are funds direct-paid or reimbursed?
Reimbursed
Instruct sponsoring department to Post Student Transaction.
Direct-paid
Yes
Are you traveling as a group
Yes
Submit Student Group Budget Form
Work with Travel Monitor to submit Student Group Authorization and Contact Form
No
Submit Student Travel Authorization Form
End