



THE UNIVERSITY OF UTAH  
**DEPARTMENT OF  
BIOMEDICAL ENGINEERING**

**Faculty Travel Request Form**

**THIS FORM MUST BE COMPLETED BEFORE YOUR TRAVEL DATES.**

Please fill out the form, including the activity/project number for reimbursement.

Return all completed forms to SMBB 3100 or email them to [bmetravel@utah.edu](mailto:bmetravel@utah.edu)

If you have any questions, please contact department staff using the email address listed above.

**Traveler Information**

Name:	uID:
Name as it appears on Government Issued ID:	
Sex as it appears on Government Issued ID:	
Date of Birth (mm-dd-yyyy):	Title:
E-mail:	Mobile Number:

**Required for International Travel**

Passport Number:	Issuing Country:
Expiration Date (mm-dd-yyyy):	Issue Date (mm-dd-yyyy):

**Membership Numbers**

Airline:	Frequent Flyer #:
Airline:	Frequent Flyer #:
Airline:	Frequent Flyer #:
Known/Trusted Traveler #:	Medallion Member: <input type="checkbox"/> Yes <input type="checkbox"/> No

**Trip Information**

<input type="checkbox"/> Round Trip <input type="checkbox"/> One Way <input type="checkbox"/> Multi-City ( <i>List all destinations in addt'l info</i> )	
Primary Destination:	
Departure Date (mm-dd-yyyy):	Departure Airport Code:
Return Date (mm-dd-yyyy):	Return Airport Code:
Reason for Travel:	
Are you presenting? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are meals provided? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Accounting Distribution**

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U
Additional Information:						

# Faculty Travel Checklist

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## General Guidelines

- In order for you to be reimbursed by the University for any travel-related expenses, you must first register your trip. All travel must be registered through the department prior to your departure date.
  - Domestic trips must be registered at least **24 hours** prior to your departure.
  - International travel must be registered at least **three weeks** in advance of your departure.
  - If there is anything unusual about your trip (e.g. personal travel days, multiple cities/business purposes, partial funding from another source), make note of it on your request form.
  - **If your trip is not registered by the applicable deadline, your reimbursement is forfeit. The VP's office is no longer providing exceptions to this policy.**
- University expenditures must be reasonable in amount, necessary to a legitimate business purpose, appropriate for the circumstances, allowable to the funding source, and when using contracts and grants, allowable to the sponsored project.
  - If you have any questions on determining if an expense meets the above criteria, please reach out to department staff for assistance.
- **Original and itemized receipts are required for reimbursement and must be turned in within 3 weeks (21 calendar days) of your return, or your reimbursement will be forfeit.**
  - Scan and e-mail all required documentation to [bmetravel@utah.edu](mailto:bmetravel@utah.edu) or turn in directly to the Accounting Specialist in SMBB 3100.
  - You are responsible for obtaining any and all documentation required to process your reimbursement request. Department staff will not facilitate any receipt requests, etc. from vendors on your behalf.
  - If you are attending a conference, a program or agenda must be submitted with your receipts.
  - You will only be reimbursed for your own expenses. You cannot be reimbursed for covering another traveler's expenses (lodging, meals, etc.).
  - Reimbursements will not be processed until all required documentation is submitted.
    - Complete reimbursement requests are processed in the order they are received. If you submit an incomplete reimbursement, it will go to the bottom of the queue once all documentation has been submitted.
- Advanced payments from the department are generally made for flights and international travel insurance fees. Car rental and hotel *reservations* can be made on your behalf, but no payment is made.
  - Conference registration, abstract fees, printing fees, etc. can be paid in advance, but must be requested through the [department purchasing system](https://admin.coe.utah.edu/purchasing). (<https://admin.coe.utah.edu/purchasing>)
  - Other travel expenses may qualify, please contact department staff with questions.

## University Policy & Resources

[University Policy 3-030 Travel Policy](https://regulations.utah.edu/administration/3-030.php) (<https://regulations.utah.edu/administration/3-030.php>)

[University Policy 3-010 Expenditure of University Funds & Personal Reimbursements](https://regulations.utah.edu/administration/3-010.php)

(<https://regulations.utah.edu/administration/3-010.php>)

[Faculty Travel Request Form](https://www.bme.utah.edu/forms/) (<https://www.bme.utah.edu/forms/>)

[BME Purchasing System](https://admin.coe.utah.edu/purchasing) (<https://admin.coe.utah.edu/purchasing>)

## Contact Information

Send all travel or reimbursement questions to:

[bmetravel@utah.edu](mailto:bmetravel@utah.edu)

Department of Biomedical Engineering Main Office:

801-581-8528

## Travel Checklist

### Travel Registration

- Submit a complete Faculty Travel Request Form to [bmetravel@utah.edu](mailto:bmetravel@utah.edu). **You cannot register your own trips through Travel Accounting.**
- **Your travel must be registered at least 24 hours before your departure date. International travel must be registered 3 weeks in advance** and will incur an additional insurance charge. Indicate on your request form whether you are billing the insurance fee to your chartfield or if you are paying for the insurance yourself with a personal card.
- You will receive a confirmation e-mail when your trip is registered, along with instructions for final reimbursement. **It is your responsibility to verify that your trip is registered prior to travel.**

### Airfare

- Send an e-mail to [bmetravel@utah.edu](mailto:bmetravel@utah.edu) to request flight options. Once you've selected a flight, we will complete the booking and bill the airfare directly to the provided chartfield.
- If you already have specific flights in mind, please attach the flight details to your travel request form and we will book them.
- If you'd like to book your flights on your own with a personal card, you may do so AFTER you have registered the trip. You are responsible for understanding and following all policies regarding reasonable travel costs. Airfare booked prior to registration may not be reimbursed.
- **You cannot book your own airfare through the onsite travel agency.**

### Hotels and Car Rentals

- Travelers are generally responsible for booking their own hotels and car rentals. We can make *reservations* on the traveler's behalf, but it is not required.
- Travelers pay car and hotel costs on a personal card and submit receipts for reimbursement.
- Travelers must pay their own portion of shared lodging at the hotel. Receipts must clearly indicate how much was paid and by whom.
- Travelers may not be reimbursed for another traveler's portion of shared lodging.
- You must have a valid US Driver's license and use a personal credit card when you pick up your car rental.

### Misc: Abstracts, Posters, Registration

- Submit a request via the department purchasing system: <https://admin.coe.utah.edu/purchasing>
- Valid expenses include: posters, abstract fees, conference registration, conference registration that includes lodging and/or meals, etc.
- Travel insurance payments should **not** be requested through the purchasing system.

### Final Reimbursement

- Travelers will receive an email before their departure date with instructions for final reimbursement.
- Original and itemized receipts are required, as well as any other necessary documentation (conference programs, etc).
- Missing receipts must be obtained from the vendor prior to requesting reimbursement.
- Receipts must be e-mailed to [bmetravel@utah.edu](mailto:bmetravel@utah.edu) or delivered to SMBB 3100 within 21 days (3 weeks) of your return date, regardless of weekends or holidays. If you fail to submit your receipts by the 3 week deadline, your reimbursement will be forfeit.