



THE UNIVERSITY OF UTAH  


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**DEPARTMENT OF  
 BIOMEDICAL ENGINEERING**

**Student Travel Request Form**

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

Please fill out the form and have your PI provide a chartfield and signature for approval.

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):
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 #:
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 add'l info)</i>	
Primary Destination:	
Departure Date (mm-dd-yyyy):	Return Date (mm-dd-yyyy):
Departure Airport Code:	Return Airport Code:
Departing Flight Time & Flight #:	Returning Flight Time & Flight #:
Reason for Travel:	
Hotel/Lodging: <input type="checkbox"/> Book through BME travel team <input type="checkbox"/> Book myself & request reimbursement <input type="checkbox"/> N/A	
Conference: <input type="checkbox"/> Pay via BME Purchase Request <input type="checkbox"/> Register myself & request reimbursement <input type="checkbox"/> N/A	
Are you presenting? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are meals provided? <input type="checkbox"/> Yes <input type="checkbox"/> No

*If requesting hotel, transportation, or registrations, please include details below.*

**Accounting Distribution**

BU	ORG	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U
PI agrees to fund the following travel expenses: <input type="checkbox"/> Airfare <input type="checkbox"/> Lodging <input type="checkbox"/> Transportation <input type="checkbox"/> Meals <input type="checkbox"/> Other:						
PI Signature:						
Additional Information:						

# Student 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 approved by your PI and 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 you are applying for additional funding sources outside the department (e.g. GSTAA, ASUU, etc.) you should contact the Travel Coordinator prior to registering your trip.
- 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.
- 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

[Travel & Reimbursement Services](https://fbs.admin.utah.edu/travel/) (<https://fbs.admin.utah.edu/travel/>)

[Travel Best Practices](https://fbs.admin.utah.edu/travel/payments-travel-related/) (<https://fbs.admin.utah.edu/travel/payments-travel-related/>)

[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>)

[Student Travel Request Form](#)

(<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

- Fill out a Student Travel Request Form and send to your PI for their approval and signature. Your PI must indicate a funding source. Submit the completed form to [bmetravel@utah.edu](mailto:bmetravel@utah.edu). You cannot register your own trip 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. Your PI should indicate whether they will cover this charge on the travel request form. If not, you can submit the receipt for reimbursement after your return.
- 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

- You can email [bmetravel@utah.edu](mailto:bmetravel@utah.edu) to request flight options. Once you've selected a flight, we will complete the booking and send you the ticket confirmation.
- If you already have specific flights in mind, please attach the flight details to your travel request form and we will book them, then send you the ticket confirmation.
- 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 if their PI has given prior approval for the expense on the travel request form.
- 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 purchase request through the department: <https://admin.coe.utah.edu/purchasing>
- Valid expenses include: posters, abstract fees, conference registration, conference registration, etc.
- Travel insurance payments should **not** be requested through the purchasing system.
- Only expenses approved by the PI prior to travel will be reimbursed. If unexpected charges are incurred, it is your responsibility to get additional written approval prior to requesting reimbursement.

### 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.**