

Travel Expense Processing in Lieu of Advances

Memo to: All Business PhD Students

From: Business PhD Office

Effective Date: January 1, 2016

The University's revised travel policies will no longer allow advances. A new system is in place to assist those students whose personal finances /cash flow/credit card limits may not be conducive to purchasing their own flights, hotels and conference registration fees in advance of conference travel. A travel Mastercard has been issued to Debbie Giesbrecht to help with your professional development travel expenses.

Procedures:

Before making any purchases for the trip, complete the **request to use PDA funds** spreadsheet, submit it to your supervisor for approval, and forward it to Debbie with a request for PhD office purchasing assistance. The updated spreadsheet in the Forms and Policies cabinet now includes a field for you to input the amount of prepaid expenses anticipated. Purchases on the Mastercard can be made up to the maximum funding you have approved for the trip.

Airfare

In addition to the spreadsheet and supervisory approval, if purchase of a flight is required, include your preferred flight itinerary in the email to Debbie. If you prefer to be logged in to your own online travel account when purchasing your flight, bring your laptop to the PhD office and Debbie will enter the payment information during the online flight booking.

Registration Fee

If you want the conference registration fee to be paid in advance by the PhD office, you will need to come to the PhD office with your laptop (or use Debbie's computer) to complete the online registration for the conference, and Debbie will input the payment card information. If third-party billing option is available for your conference registration, you can choose this option and indicate Debbie Giesbrecht as the person who will pay your registration fee.

Hotel

If prepaying for a hotel is also the most economical option for your trip, bring your laptop to the PhD office and Debbie will enter the payment information during the online hotel booking.

US Visa Fee

If you will require a US Visa for your conference travel and have to pay the fee while booking your appointment with the US Consulate office, bring your laptop to the PhD office when you are booking the appointment and Debbie will enter the payment information.