Workflow – MS/PhD Student Travel

Before student travels AND before making any travel-related purchases:

- Student gives following forms to Karen Henry: which should contain
  - Travel Authorization—with signature of advisor
  - COP internal funds form – with signature of advisor
  - Letter/email/announcement verifying student is presenting

When submitting receipts for payment after travel has taken place:

- Student gives Karen Henry the travel reimbursement packet (original and 1 copy) consisting of
  - A113
  - TA
  - COP form
  - Receipts for all expenses being claimed against College money*

Important NOTE: GSGA is requiring an original receipt for any reimbursement that they provide, so students should not provide original receipts to us for anything that GSGA is going to reimburse.