

College of Education & Psychology Co-Curricular / Student Travel Information

- **What is “co-curricular” travel?**
 - Co-curricular travel is travel that’s in addition to and to supplement your academic career.
- **Who can receive co-curricular funds?**
 - The recipient of co-curricular funds must be a current student in the College of Education & Psychology, either in Psychology & Counseling or School of Education, and must be “endorsed” by a faculty member in the College. At this time, the College doesn’t have additional requirements to receive co-curricular funding.
- **How many funds are available?**
 - Each year varies and the College intends to fund as many requests as possible. Each request is considered, and funds are approved based on amount requested, amount available, requests pending, and time-of-year. The College strives for equity across all requests and is intentional when reviewing.
- **What does the process look like?**
 - **Step 1:** Submit the Co-Curricular / Student Travel Funds Request via email. Make sure to complete all fields AND cc your endorsing faculty member on the email request.
 - **Step 2:** Receive approval and approval amount.
 - **Step 3:** Complete all required paperwork sent, in entirety. Most forms will likely be sent via DocuSign but could also be sent via email with request to respond or requested to fill out in-person.
 - **Step 4:** Complete travel and save all receipts for review and reimbursement.
 - **Step 5:** Complete verification paperwork, which will include receipts being reimbursed for.
 - **NOTE:** Your faculty member may have additional requirements, which should be adhered to.
- **Important Information**
 - As applicable, the student will receive a POI form through DocuSign (*this is only if the student is not employed on campus*)
 - The faculty advisor / supervisor / endorser will receive a Student Travel Appendix A form through DocuSign (*closer to the date of travel*)
 - Both the student and the faculty member will receive Student Travel Appendices B, C, E, F, G, & I through DocuSign (*closer to the date of travel*)
 - You will keep your receipts to be reimbursed for and submit them for processing
 - **A special note about airfare:**
 - If you want UT Tyler to pay for airfare, we HAVE to use our contracted travel company called Concur.
 - If you purchase outside of Concur (such as a direct airline site, Expedia, etc.), UT Tyler **cannot** reimburse your airfare.

- Administrative Assistants have the ability to look up travel rates for you to compare with other travel sites. Over the years, some students have found that other sites (like Expedia) costs less than Concur, but then they have to pay and cannot be reimbursed for airfare – it’s up to you.
 - Meal per diem (per day)
 - Meal per diems come directly from the U.S. General Services Administration and you can review at any time, should you like: <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem>
 - Meal receipts
 - We are able to reimburse for your meals up to the max per diem (per day)
 - You must have **itemized** receipts
 - We can reimburse for tip, as long as it’s not cash and it’s no more than 20% pre-tax of the meal
 - We cannot reimburse for alcohol
 - Transportation
 - We can reimburse for travel services such as Uber and taxis
 - If you drive to your location due to its close proximity, we will reimburse the driver the max allowable mileage reimbursement
 - Registration
 - It’s possible to have your registration paid for prior to traveling, on a University card – if you’re interested in this option, you will need to make an appointment with administrative support at their office. You will fill out the initial portion of registration and once payment is required, you will “pass” your computer over for the Admin to submit the payment information.
 - After the student submits receipts to the appropriate Admin, the receipts are compiled (for each student) and non-employed students sign the certification form, which is sent through DocuSign and employed students are sent a confirmation form to their email and log in to UT Share to approve.
- **Documents through DocuSign**
 - **Appendix A** – Routes to the faculty advisor / supervisor / endorser and then to the Student Success Office. The faculty member will receive ONE form for their entire group (if more than 1 student is attending)
 - NOTE: Appendix A will NOT be signed off on until the faculty member has completed the Clery Training. If a faculty member has been approved previously, they will be “approved” for about two years. (This list is not kept in the College and is kept with UT Tyler Police, so we cannot confirm or deny active dates.)
 - **Appendix B** – Routes to the student first then to the appropriate faculty member. The faculty member will receive ONE form for their entire group (even if more than 1 student is attending).

- **Appendices C, E, F, G, I** – Routes to the student first then to the appropriate faculty member. There will be 1 set of forms per student, so each student will receive 1 form and the appropriate faculty member will receive the number of students they're endorsing.
- **Timely Completion and Communication**
 - Due to the nature of co-curricular / student travel and the various steps, it's extremely important that students and faculty complete forms in their entirety and in a timely fashion. One delayed response can delay travel for one traveler or a whole group.
- **Questions?**
 - PLEASE, please feel free to ask questions! We're here to help!