

Checklist for Travel Money

- Email the following documents to: llovern@valdosta.edu

- Name
- Date and Place of Conference attending
- Conference Acceptance Letter (copy of email/letter)
- Award Acceptance Letter (copy of email/letter)
- Brief letter of support from Faculty Supervisor

NOTE: If a Monetary Award is given to you, you will be given a chart string of numbers for the Authorization to Travel form.

- Complete Authorization to Travel form

- o Authorization to Travel ***must be completed 2 weeks before Conference***
 - This page will be automatically emailed to Dr. Lovern for approval. If approved, you will receive a copy and one will automatically be sent to travel/finance.
 - Be sure to complete the car comparison report on the travel procedure page
 - *This needs to be included with the receipts at the time of payment
 - If you are flying, you must save cost comparison on flights.
 - *This must be included with your receipts at the time of payment.

- Notify Dr. Lovern if you are an employee of VSU

- o Anyone who receives a paycheck from VSU (in other words if VSU has a direct deposit with you then you are an employee)

- **If You Are Employed by VSU**

- o Peoplesoft must be started before going to conference and completed within 30 days of your return.
- o All receipts must be saved and brought in with copy of printed and signed Peoplesoft report. (Don't forget copies of the monetary award email, authorization to travel form, car and flight comparisons.)
- o Keep copies of every document for personal records

- **If You are a Not Employed by VSU**

- o Bring a signed copy of the receipts form and attach all receipts. (Travel Expense Report for Non-Employee <https://www.valdosta.edu/administration/finance-admin/financial-services/travel/>)
 - *Don't forget copies of your monetary award letter, authorization to travel form, car and flight comparisons.
- o Keep copies of all documents for your personal records.

- **Both Employee and Non-Employee**

- o Bring all documents to Dr. Lovern for signature. (*Keep copies of all final forms and receipts.)
 - Office: Ashley Hall Rm: 1217, Phone 333-7376
 - If you need help with any of this, call Dr. Lovern for an appointment.
 - **You will have **30 days** after the conference to file for your money.

For All VSU Travel Requirements consult: Travel Procedures

<https://www.valdosta.edu/administration/finance-admin/financial-services/travel/>