

Bioengineering Travel Guidelines

1. A *Travel Request Form* must be submitted prior to any KU business travel.
 - a. No funding assistance → turn the form into BIOE program assistant
 - b. Advisor funding travel → turn the form in to your advisor's department
 - c. Travel funds awarded → turn the form into BIOE program assistant

2. Make sure you follow all spending guidelines while traveling if you plan on being reimbursed. If you don't know the rules, ask the BIOE program assistant prior to travel.

3. If you are applying for travel awards, you must pay for things yourself if you plan on being reimbursed.
 - a. Do NOT charge things to your advisor's grant.
 - b. Do NOT combine charges with other people
 - i. ie...if you are splitting a hotel room, make sure you have the hotel charge the room separately to each person at the time of stay. The person paying will be reimbursed. A travel award will not pay out to the second person who is going to "settle up" with the first.

4. Turn in your receipts to whoever is processing your travel within 2 weeks of your return.

5. Note the time you left your house on the day you leave and the time you return to your house when you get back. That has to be submitted with your receipts.

If you have questions, ASK!!! Doing it wrong may cost you money.

No exceptions will be made if you do not follow the rules.