

CEM Student Travel FREQUENTLY ASKED QUESTIONS



How do I obtain funds for student travel?

Please see the step by step guide on page 3 of this document.

Who helps me process my travel request?

1. **REIMBURSEMENT ONLY**- If you are needing only a REIMBURSEMENT for items you have already paid for, then you would contact **Morgan Tolbert**. Morgan cannot book travel or pay for anything ahead of time. She can only do reimbursements for what you have already paid.
2. **BOOKING TRAVEL AHEAD OF TIME** - If you are trying to book travel ahead of time so that you are not paying out of pocket, this has to be done by your **departmental administrative contact**. Remember, they can only book hotels, flights, etc., ahead of time IF you have secured the funds for this. There are certain rules about what can/cannot be charged ahead of time. Ex: meals are always paid for by the traveler, to be reimbursed later as a meal per diem reimbursement check. Please go over these details with your departmental administrative contact, listed below.
3. BDS - Elizabeth Allen - eallen6@utk.edu
4. SACS - Amy Van Skyhawk - avanskyh@utk.edu
5. LACS - Melaney Dudley - mdudley1@utk.edu

How do I make the administrative contact a "travel delegate"?

In order to have someone help you submit your travel, you must make them a travel delegate in the Concur travel system. Please see the step by step process for this on pages 6-8 of this document.

How early do I need to request funds and set up my travel arrangements/request with my administrative contact?

1. As soon as you know that you will be traveling, you need to start getting together your travel funds. See the steps below on page 3.
2. If you know that you have travel awards and money to cover the trip, go ahead and contact your administrative contact listed above to make travel arrangements.
3. If you do not have enough funds, you need to follow the steps listed below on page 3 to start obtaining those funds. Your administrative contact can help you estimate the cost of flight, hotel, etc. in order to make a budget sheet (example on page 5).
4. The administrative contacts are very busy juggling multiple duties. It is a good idea to notify them as soon as you know that you will be traveling, even if you don't have all the details, just so they are aware that it is coming soon.
5. **The travel REQUEST must be submitted in Concur roughly one week ahead of the trip to make sure that it is approved BEFORE YOU TRAVEL.**

CEM Student Travel

FREQUENTLY ASKED QUESTIONS CONTINUED

What information do I need to provide the administrative contact helping with my travel BEFORE I TRAVEL?

1. Travel beginning and end dates
2. Location - City, State, preference to hotel
3. Method of travel - preference to flight provider, etc.
4. Purpose of Travel (including any confirmation emails/invites to attend)
5. Itinerary, if one was given to you.
6. Any travel award letters and the account number you need to use for them. This would be the steps below. You would give them your award letter for research day, award letter from the graduate school, any emails from your major professor, department head or Dr. Odoi if you secured funds through any of those resources.

What information do I need to provide the administrative contact helping with my travel AFTER I TRAVEL?

1. After your travel is complete, you can begin submitting the expense report.
2. Email any receipts to your administrative contact and ask them if there's anything else they need from you in order to submit the expense report.
3. This process takes A WHILE. It can be 3-4 weeks before it is approved by the UTK Concur Travel Office. They will mail you a check to the address you have on file in IRIS. Make sure this address is up to date!

CONTACT INFORMATION FOR DEPARTMENTS

Associate Dean for Research	Dr. David Anderson	dander48@utk.edu
Assistant Dean for Research/CEM Director	Dr. Agricola Odoi	aodoi@utk.edu
Admin Ast. for Research/CEM Program	Morgan Tolbert	mtolber4@utk.edu
Department Head for BDS	Dr. Kim Newkirk	knewkirk@utk.edu
Department Head for LACS	Dr. Carla Sommardahl	csommard@utk.edu
Department Head for SACS	Dr. Diane Hendrix	dhendrix@utk.edu
Admin Contact for BDS	Elizabeth Allen	eallen6@utk.edu
Admin Contact for LACS	Melaney Dudley	mdudley1@utk.edu
Admin Contact for SACS	Amy Van Skyhawk	cvanskyh@utk.edu

PLEASE FOLLOW THE STEPS BELOW FOR REQUESTING TRAVEL FUNDS.

Step 1: Do you have any travel awards to use?

First, you would check to see if you have any travel awards to use. Usually these are awards given at Research Day, or maybe you've won other fellowships/awards from the Graduate School, etc. to use for travel funds.

Did you already have a travel award to use? _____ NO _____ YES If yes, how much _____

Step 2: Have you applied for a Graduate Student Senate Travel Award?

Second, you would apply for a GSS Travel Award. These awards are only granted once in an academic year. So once you have been awarded this, you cannot receive it again until the next academic year, which starts every Fall. **CLICK HERE** to see the deadlines for those awards. They are usually requested 1-2 months before the travel date.

Were you granted a GSS Travel Award? _____ NO _____ YES If yes, how much _____

Step 3: Reach out to your hiring department and Department Head.

Fourth, if that still isn't an option or it doesn't cover enough, you and your Major Professor would reach out to their department head for additional support. This is just a simple email to the department head. This email usually requires a request with detailed information regarding the travel. This would include reasoning for travel, location, who all will travel with you, dates of travel, thorough budget plan with a layout of expenses and a layout of what you already have covered, and any other important information to justify the cost and reason for travel. **See below for a budget template and example email to send to the department head.**

Did you receive funds from your department head? _____ NO _____ YES If yes, how much _____

Step 4: Reach out to your PI/Major Professor.

Fourth, if you were not awarded a travel award, the department could not help, or it didn't cover all of your expenses, you would reach out to your Major Professor. You would ask them if they are able to contribute to your travel.

Did you receive funds from your department head? _____ NO _____ YES If yes, how much _____

Step 5: Reach out to CEM, the Associate and Assistant Deans of Research.

Lastly, if the above measures were not an option, or didn't cover enough, your last step would be the Research and Graduate Studies office. You would email the Assistant Dean for Research and Graduate Studies, Dr. Odoi aodoi@utk.edu. Please copy Morgan Tolbert mtolber4@utk.edu on the email as well. You would send an email detailing the same information as described in step 3. **See below for a budget template and example email to send to the Research and Graduate Studies office.**

Did you receive funds from CEM? _____ NO _____ YES If yes, how much _____

Example email to Department Head, or Assistant Dean of Research and Graduate Studies, for requesting additional travel funds

My abstract has been accepted for a poster presentation at ****conference name****, scheduled to be held in ****location**** from ****date**** to ****date****. The presentation is titled ****title here****. Copies of the abstract and confirmation of acceptance are attached.

This work is a result of collaboration with several members of UTCVM, including ****names here.****

****Type reasons why it is important to attend.**** Therefore, my advisor and I think this would be a great exposure for me. Although I have applied for and received a GSS Travel Award ****price here**** and my advisor will also provide an additional ****price here****, I still need additional support to offset travel costs. My total estimated budget is ****\$total budget here****, and therefore I would need an additional ****uncovered amount here**** to be able to travel to the symposium. Please find the full budget attached to this email. Therefore, support from your office would be greatly appreciated.

CEM Student Travel Funds Request Budget Sheet

Please use the template below for showing your travel expenses and requested budget amounts. You will email this to the department head first, then if needed, the Assoc. and Ast. Dean of Research.

Student Name: _____ Personnel Number: _____

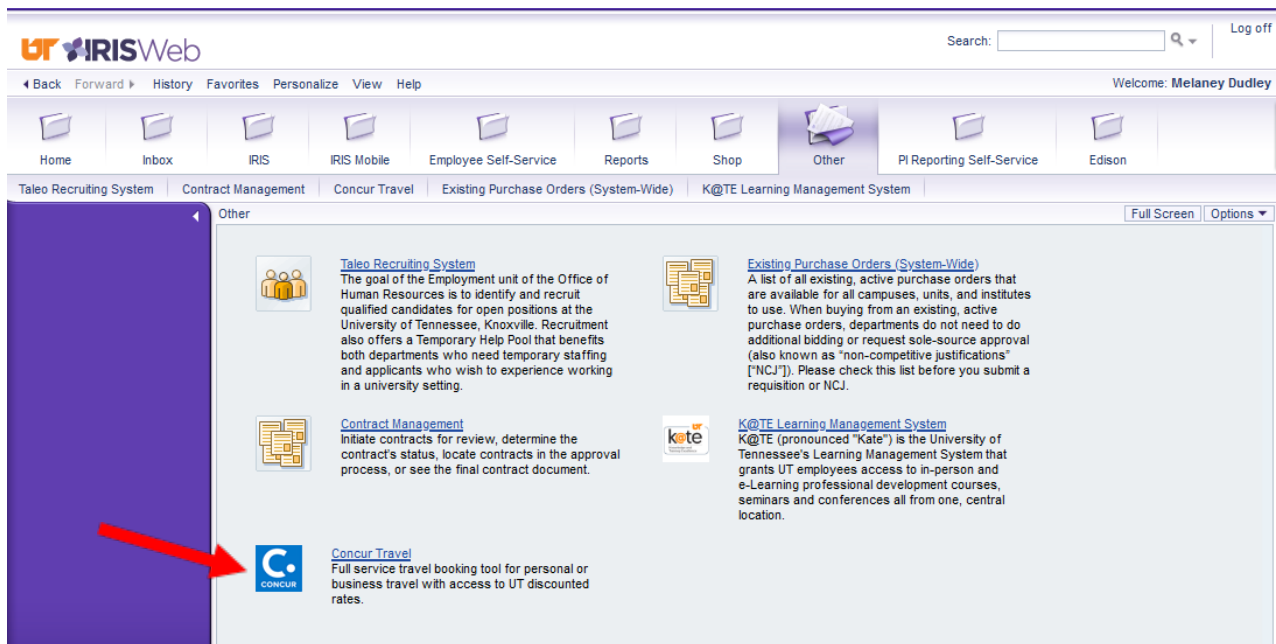
Purpose of Travel: _____

Dates of Travel: _____ Location of Travel: _____

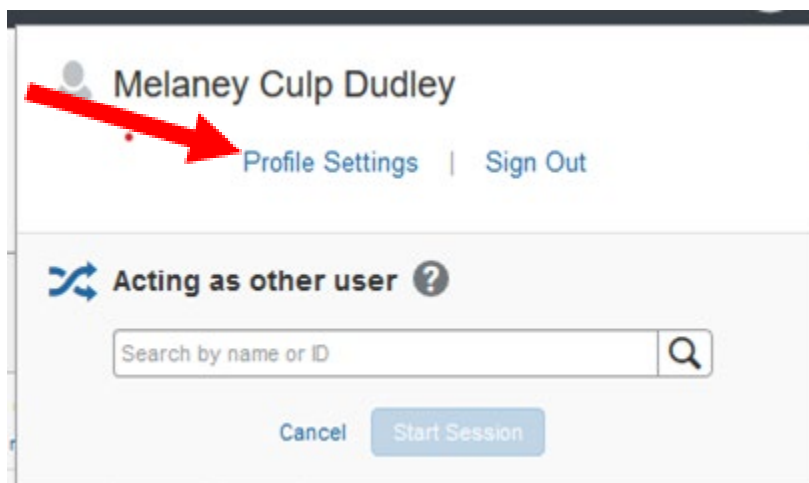
Expense Amount	Reason for Expense (meal per diem, airfare, lodging, conference fee, etc.)	How will it be covered? (travel award, scholarship, Major Professor, not covered, etc.)
Example: \$650	lodging at Hilton Hotels, Charlotte, NC	GSS travel award

Provide a brief description of your request below. Include purpose of travel, funds secured, funds still needed, etc.

Login to IRIS. The link to IRIS can be found on your myutk account.
Once there, click Concur Travel and it should automatically load and log you in.



Once there, there will be a Profile drop down in the upper right corner. Click on that and there will be a screen that looks like the one below (it will have your name). Click on the Profile Settings just under your name and many options will appear. You can update your personal information, add credit cards, add any travel reward programs in which you enrolled, your passport, etc.



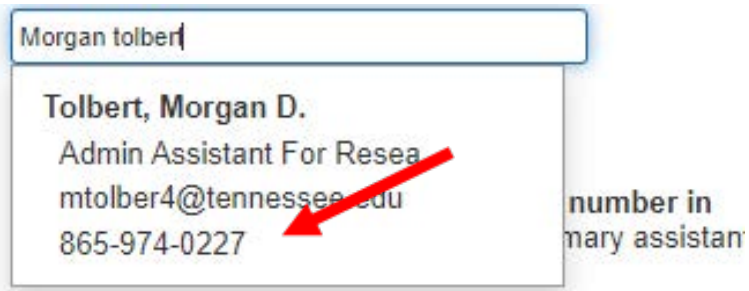
You will need to click on the “Setup Travel Assistants” tab.

The screenshot shows the Concur user profile settings page. The top navigation bar includes links for Profile, Personal Information, Change Password, System Settings, Concur Mobile Registration, and Travel Vacation Reassignment. The left sidebar lists various settings categories: Your Information, Travel Settings, Request Settings, Expense Settings, and Other Settings. The main content area is titled 'Profile Options' and contains several sections: Personal Information, Company Information, Credit Card Information, E-Receipt Activation, Travel Vacation Reassignment, Request Preferences, Personal Car, and Concur Mobile Registration. A red arrow points to the 'Setup Travel Assistants' link under the 'System Settings' section.

Once you click on the Setup Travel Assistants, you will find the Add an Assistant (see below)

The screenshot shows the 'Assistants and Travel Arrangers' page. The header includes the title 'Assistants and Travel Arrangers' and a 'Go to top' link. The main content area contains a message: 'Please select the individuals within your organization that you would like to give permission to perform travel functions for you.' Below this message is a checkbox labeled 'Refuse Self Assigning Assistants' with a question mark icon. To the right of the checkbox is a red button with a plus sign and the text 'Add an Assistant'. Below the checkbox is a large empty box with the text 'You currently have no assistants defined.' At the bottom of the page is a blue 'Save' button.

When you type my name in the Assistant box, my name will automatically generate and you can hit save. (Be sure to spell it correctly ☺)



The image shows a search dropdown menu. The search box at the top contains the text "Morgan tolbert". Below the search box, a dropdown menu is open, displaying the following information: "Tolbert, Morgan D.", "Admin Assistant For Resea", "mtolber4@tennessee.edu", and "865-974-0227". A red arrow points to the email address "mtolber4@tennessee.edu". To the right of the dropdown menu, the text "number in" and "mary assistan" is partially visible.

Next, following the same steps as above, you will need to set me up as an expense delegate. You will select Expense Delegates and follow those same steps as listed above. Once that is complete, I can arrange travel for you in Concur.