

Student Travel

- PAO/NSTP or Supervisor Grant you deal with Glenda Hiscock 864-3210 or ghiscock@mun.ca
 - ISER/SMALLWOOD you deal with Heather Patey 864-8156 or hpatey@mun.ca
 - SGS does offer student funding sgs@mun.ca
 - <https://www.mun.ca/finance/our-services/travel/> here is the link for Travel under Financial Services – you should familiarize yourself with this.
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- Request to travel has to be completed prior any travel. When completing the budgeted amounts on the travel request, it is advisable to go a little higher than actual. If you claim is more than \$100 of what you request FAS (Financial Services) will require a new updated Request to Travel.
Student signature, supervisor signature and Dept Head Signature required.
Acceptable signatures have to be PDF time stamped or a wet signature. If you just type it in you will also have to provide an email asking for processing and approving.
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- Travel advances are available, see Glenda or Heather for directions on receiving an advance
 - Flights are to be booked arriving the day before conference or research trip and leaving the day after. If you wish to stay longer, you can but for that, you will need to attach the flight itinerary showing cost as if you arrived the day before and left the day after and a flight itinerary showing cost of your actual flight.
 - Any place that there is public transportation rental cars will not be approved. If you require a rental car for field work that has to be pre-approved prior booking. You would write a justification and submit for the Department Head's approval. All of this is also dependent on your budget allowance.
 - No need to keep receipts for food as you get a per diem, however all other receipts that you are claiming have to be presented for reimbursement. Keep in mind that sometimes you only get a debit machine receipt, FAS (Financial Services) will not accept that, always be sure to ask for the official register receipt. Tips are not a reimbursable expense.
 - Once you return, the travel claim should be completed, attach all receipts and submit to Glenda or Heather for review and signatures. It is advisable to have your claim submitted within 10 days of your travel.