Important Travel Information

BEFORE TRAVELING...

1. Please email the SEO office (seo@sfsu.edu) to request traveling to a conference.
   a. Copy your Program Director (Genentech: Frank Bayliss / BMS/VIR: Megumi Fuse) **AND** PI on the email.
      i. If you do not receive a response from your PI in 3-5 business days (either a signature or email accepting/denying your travel request), follow up with them.
      ii. If you do not receive a response from SEO, or the program director, please follow up as well.
   b. Fill out and attach the **Travel Request Form** at least 30 days before travel
      i. Overestimate your airfare/lodging. We can always edit the form later with your final numbers. **You can not be reimbursed for expenditures beyond this estimate.** You need to balance this with a fixed budget for travel.

If you are a Genentech Foundation (GF), BMS, or VIR Scholar please go to the **UCORP TRAVEL** page (page 2).

If you are a NIH ridge to Doc, NIH U-RISE, NSF-STC/CCC, or CDI Scholar, please go to the **ORSP TRAVEL** page (page 5).
UCORP Travel

Request to Travel
  c. If approved…
    i. We will give you credit card info over the phone to pay for your registration. **We cannot do last minute registrations! Please set up an appointment to register for the conference at least a week before the deadline.**
    ii. We will send you a Request Authorization to Travel form and Domestic Authorization form via DocuSign.

AIRFARE / DRIVING
  1. If you're flying:
    a. Search for flights that work best for you. Please look for reasonable prices.
      i. **We cannot not pay for upgraded seats!**
    b. Once you've found your preferred flights, email us with the following information and set up a zoom meeting to book the flight
      i. Full name (the one on your driver's license / state ID / passport)
      ii. Phone number
      iii. Preferred email for flight updates
      iv. Flight numbers
  2. If you're driving and want to be reimbursed:
    a. Complete SFSU's [driver safety training](#) program first.

LODGING
  1. You will share rooms with other SEO students who are attending the conference at a hotel the conference recommends.
    a. Let us know if you have specific lodging requests and we will do our best to accommodate (ex. room with particular gender, room alone with valid reason)
    b. **You may NOT** use any room service amenities, and if you do, this may jeopardize future travel requests.

WHILE ATTENDING...

Transportation
  1. Save any receipts from Uber/Lyft! Take a screenshot of the receipt or save the emailed receipt.
    a. **We CANNOT reimburse for car rentals**
Food
1. All students receive a food per diem of $55/day maximum.
   a. If food is offered at the conference, we will **not** cover outside food purchases for that meal as part of the per diem. (ex. If the conference provides a free dinner you can still receive the per diem for breakfast and lunch for $35. If breakfast and lunch were covered, you can receive $20 for dinner…). No receipts are required.
   b. Depending on the time of your flight, you will be covered for certain meals (ex. If your flight is at 2 PM, you can receive breakfast and lunch per diem of $35 but not dinner for the full $55.)

Subsistence / extras
1. If you need to make any small purchases (ex. Needed to buy a toothbrush / poster printing) **please check with us to see if they can be covered.**

WHEN YOU RETURN…
1. Please compile all of your receipts
   a. We will only accept Uber/Lyft receipts with a map of your trip (make sure to use the receipt that had the tip included).

Examples:

```
Trip Details
9/5/20, 12:05 PM
15 Embarcadero Cove, Oakland, CA 94607, USA
$769
Receipt
View what your driver sees
Help
Find Lost Item
We can help you get in touch with your driver

Your Trip
San Francisco Intl Airport
71 Aerial Ave
San Francisco
Drop-off
9:37 AM

Payment
Lyft fare (11mi, 15min)
Lyft Credit
PayPal
$24.00
$2.40
$21.60

Help
Find Lost Item
We can help you get in touch with your driver
```

i. We are **not** able to cover Uber/Lyft costs past dinner time (9pm) or that are considered entertainment (ex. a bar or movie theater)
2. Set up a Zoom/in person appointment with Alyssa Mendoza (acmendoza@sfsu.edu) or Makenzy Carr (mcarr1@sfsu.edu) so we can help you fill out your Travel Expense Claim form.

3. If you drove, you will be reimbursed 56 cents/mile (BUT ONLY if you have completed SFSU's driver safety training program).

4. Once your claim is accepted, a reimbursement check will be mailed to you.
   a. If you have not received your check after a month please check with us.
ORSP Travel

Request to Travel

1. Visit the “Conferences, Posters, & Travel” page: https://seo.sfsu.edu/content/conferences-and-travel and complete **Step One: STUDENT TRAVEL REQUEST FORM** and **Step Two: SF STATE REQUEST FOR AUTHORIZATION TO TRAVEL (RAT)**.

2. After completing the **Step One: STUDENT TRAVEL REQUEST FORM** and the **Step Two: SF STATE REQUEST FOR AUTHORIZATION TO TRAVEL (RAT)**, submit for approval.
   d. If approved…
      i. Please come to office hours for us to pay registration. We will give you credit card info over the phone to pay for your registration. **We cannot do last minute registrations! Please set up an appointment to register for the conference at least a week before the deadline.**
      ii. We will send you a Request Authorization to Travel form via DocuSign.

AIRFARE / DRIVING

3. If you're flying:
   a. Search for flights that work best for you. Please look for reasonable prices.
      i. **We cannot not pay for upgraded seats!**
   b. Once you've found your preferred flights, email us with the following information and set up a zoom meeting to book the flight
      i. Full name (the one on your driver's license / state ID / passport)
      ii. Phone number
      iii. Preferred email for flight updates
      iv. Flight numbers

4. If you're driving and want to be reimbursed:
   a. You must complete SFSU's [driver safety training](#) program first.

LODGING

1. You will share rooms with other SEO students who are attending the conference at a hotel the conference recommends.
   a. Let us know if you have specific lodging requests and we will do our best to accommodate (ex. room with particular gender, room alone with valid reason)
   b. **You may NOT use any room service amenities, and if you do, this may jeopardize future travel requests.**
When you check out, ask the front desk for receipts:
  i. one with just the room charges AND
  ii. one with additional charges.

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Examples:
We are not able to cover Uber/Lyft costs past dinner time (9pm) or that are considered entertainment (ex. a bar or movie theater)

2. Set up a Zoom/in person appointment with Lynn Anderson () or Sarah Mesfin () or Heidi Ng () so we can help you fill out your Travel Expense Claim form

3. If you drove you will be reimbursed 56 cents/mile (BUT ONLY if you have completed SFSU's driver safety training program).

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