

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.)

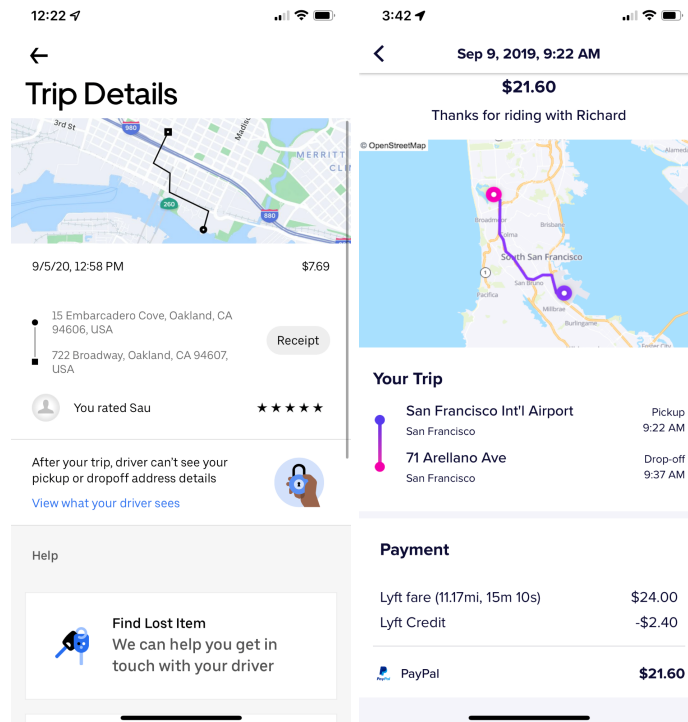
Subsistence / extras

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:



- 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.
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 - 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.**

- c. 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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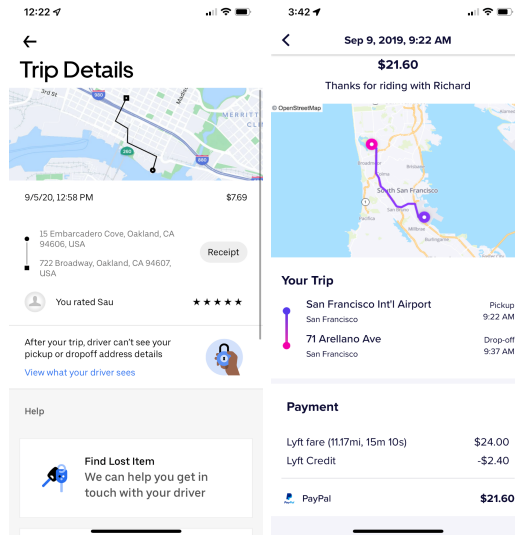
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