

Process for Student Travel Bookings & Expense Reporting

University Paying 100% of Student's Travel

- The department should make the reservation on behalf of the student
 - Airfare should be purchased on the department administrator's University Travel Card
 - **Hotel room blocks of fewer than 10 rooms** for a conference can be booked through the conference site. A hotel credit card authorization form should be used to place payment on the University Travel Card. The cardholder or the traveler must contact the hotel to obtain, complete and return the hotel credit card authorization form.
 - **Hotel room blocks of 10 or more rooms** should be processed by Anthony Travel's Hotel Program Manager following the Hotel Room Blocks and Hotel Conference/Meeting Space Request Process, prior to any payment being made on the University Travel Card using a hotel credit card authorization form. Visit [this page](#) for more information.
 - Conference registration should be processed by Anthony Travel's Hotel Program Manager following the Hotel Room Blocks and Hotel Conference/Meeting Space Request Process, prior to any payment being made on the department administrator's University Travel Card. Visit [this page](#) for more information.
 - Please note when something is split 50/50 between departments all expenses should be submitted on one expense report and allocated between the two departments in the report. Payment Processing will return the reports to be consolidated during the auditing process
 - Vincent Payment Solutions™ cards should be used if University is covering all of the student's meal costs. Visit [this page](#) for more details about Vincent Payment Solutions™.

Any additional meals and other expenses will be reimbursed to the student through an expense report in Concur after the trip is completed

Partial Reimbursement of Student Travel

- Students who have access to Concur online booking tool can book with their own personal credit card:
 - Airfare to be booked through the Concur
 - Hotel for a conference can be booked through the conference site
 - Conference registration can be booked with a department University Travel Card or with the student's personal card
 - Partial reimbursement can be made to the student for any funds due to them after the trip is completed through an expense report in Concur.
- Students who do not have access to Concur online booking tool:
 - The department provides the student with a Request ID number.
 - The department can reach out to Travel Program Manager, Emily Duchene at educhene@cfo.pitt.edu, for a Request ID for the semester which the department can provide to the student traveler.
 - Student then contacts Anthony Travel to make airline reservations and hotel as needed – **reduced fee of only \$5 for students to use Anthony Travel services.**

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- Hotel for a conference can be booked through the conference site and on the student's own credit card
- Conference registration, meals and other expenses can be made on student's credit card
- Partial reimbursement can be made to the student for any funds due to them after the trip is completed through an expense report in Concur.

Car Rentals

- Departments who have students who need to book a car rental should reach out to the Travel Program Manager, Emily Duchene at educhene@cfo.pitt.edu, to receive the instructions for student rentals. This process is for students only and should not be used for faculty or staff.

FAQs

- How can my grant pay for hotel charges when a student will not travel with a University Travel Card or with a faculty member who has the physical card?
 - Option 1: The student can pay for the hotel charge with a personal card and be reimbursed upon returning. The reimbursement funds can come out of the grant account.
 - Option 2: The University can ask the hotel for a **direct bill form/credit card authorization form**. This will allow the department to authorize the student (who does not have the travel card with them) to charge the hotel expense to a card that is not their own. Typically, this needs to be done with the hotel upon booking or ahead of check-in. We recommend the business day before check-in to avoid document being misplaced on the hotel's end.
- Is my department obligated to make travel arrangements for a grad student if their travel is paid by my grant?
 - No, the department is not obligated to make the travel arrangements. The student can work with Anthony Travel at the reduced rate of \$5 per booking to make their own arrangements. The grant is only applicable when the traveler returns and uses the grant account to be reimbursed for the travel or to reconcile charges on the travel card.
 - The department is encouraged to assist the student in using Concur in order to get reimbursed quickly if their personal funds have been utilized.
- Should I share the University Travel Card number and information with my student so they can fill out a hotel credit card authorization form?
 - Under no circumstances should you share your credit card number and information with anyone else. While this card does not reflect on your own credit, you are required to secure it as you would your own credit cards. It is against policy ([FN26 Travel Card Policy](#)) to share your Travel Card with anyone.
- Under what circumstances can a student receive a cash advance for travel?

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- Vincent Payment Solutions™ cards can be loaded with per diem amounts for students to take on trips. To gain access to the system and discuss using Vincent Payment Solutions™, please submit an [online inquiry](#) selecting Payment Processing for the “Service Area” field and Vincent Card Management for the “I need help with...” field..
- Travel Advances for students should be a last option. It is preferred that students use their own funds through a bank account or personal credit card to pay for the expenses upfront and be reimbursed. Once they return from travel, Payment Processing can work with their department to speedily process the reimbursement before payment is due on their credit card.
- If this is not an option, the department may request a travel advance on behalf of the student. This should be done rarely.

Other Resources:

- Visit the [Travel & Expenses](#) section of the Purchase, Pay & Travel Website
- [Past Travel & Expense Management Newsletters](#)
- [Past recordings of Travel & Expense Management Lunch and Learn Session via Zoom](#)
- For additional questions and assistance, contact [Purchase, Pay & Travel Customer Service](#)