

CBSM Student Travel Instructions

This document outlines the procedures required for students to travel with support of CBSM funding. For trips to qualify for CBSM funding, the travel must meet all of the following requirements:

- The reason for travel must be educational (e.g., conference, workshop, academic competition, etc.).
- The event must be specifically student-focused (e.g., a standard professional conference without a specific student track would not qualify).
- An application process must be followed for the travel opportunity.
- The opportunity must be open for all registered CBSM students within the student organization (if applicable).
- Selection of student(s) for the travel opportunity will be made by a committee to include, although not limited to, the organization's faculty or staff advisor(s).
- Upon their return, the student(s) will share the knowledge gained from their experience with other members of their student organization and CBSM.

Steps for requesting travel through CBSM:

- Student(s) will need to obtain approval from the organization's faculty or staff advisor before submitting a travel request.
- To submit a travel request, student(s) should go to the following website: <https://www.uaf.edu/travel/>
- Click on the "Submit a Request for Travel Assistance" link.
 - Does this qualify for Group Travel? Group travel is defined as a trip during which one person (the group leader, usually an advisor) assumes responsibility for the travel expenses of a group of travelers. This type of travel is common for class trips and athletic travel, but the reason for the trip can be any university business. If this is group travel, click on the "Group Travel" link at the top of the Google form.
 - If this is travel for an individual, please continue filling out the Google form.
- Fill out the information on the form and click on the button to "Enter a Travel Request in Concur and Book Travel Arrangements" at the bottom of the page.
- Fund and Org:
 - Most student travel sponsored by CBSM will be charged to fund 337397 and org 67537.
 - If travel is funded by a student organization account at Wood Center, please contact their office for the correct fund-org to use.
- Business travel dates should include the dates of travel to and from the conference or event. If you have any personal travel dates, those will be requested at the bottom of the form. Personal travel is allowable but the University will only pay for expenses related to the business portion of the trip.
- External sources of funding (outside of the university) are usually not applicable. However, if an outside organization will be funding any of the travel costs (hotel, airfare, conference registration, etc.) please indicate that on the Google form where requested.
- Please be as detailed and concise as possible on the travel request form so that your travel coordinator has all the information they need to process your travel request and book your travel.
- Once your travel is approved and booked, please contact your travel coordinator immediately if you need to make any changes or cancel your travel plans.