

SSF/IRA Travel Checklist

- Travel Expense Claim Form ([Std. 262](#)) signed and dated by FAH approver.
- IRA/SSF ARP Student Travel Authorization [Form](#) signed and dated by Program Advisor.
- IRA/SSF ARP Student Travel Authorization [Form](#) signed and dated by Dean/Chair.
- Release of Liability [Form](#) signed and dated per student (if student travel).
- T2 [Form](#) signed and dated by TAD approver (if faculty/staff travel).
- Foreign Travel Insurance [Form](#) included (for foreign travel only).
- One Travel Expense Claim ([Std. 262](#)) submitted per traveler per trip.
- Max meal per diem claimed is \$30 per day per student.
- Max lodging per diem claimed is \$80 per day per student.
- No per diems provided to program advisor, faculty or staff with SSF funds.
- Meal expenses not claimed if meals provided by event.
- Itemized receipts included for all non-per diem expenses of \$75 or more.
- Alcohol & alcohol related tax not included in claim.
- Mileage claimed is from/to campus unless distance from/to home is shorter during normal business hours (Mon-Fri, 8A-5P). Distance from/to home acceptable after normal business hours.
- Mileage claimed is supported by [map](#) with total miles.
- Mileage not to exceed cost of round trip airfare (unless authorized).
- Includes base airfare, rail, or bus only - no upgrades (unless authorized).
- All direct payments and advances are reported on travel claim as such.
- Car rentals are reasonable; do not include upgrades, pre-purchased gas, or excess insurance.

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- A current signed Authorization to Use Privately Owned Vehicle on State Business form ([Std. 261](#)) is on file (if driving your own vehicle).
- Volunteer [Form](#) submitted with claim (**if volunteer**).