

Student Conference and Event Presentation Travel Reimbursement Information

Students who have an approved application for funding to present at a conference or event are eligible to request reimbursement for travel expenses to the conference or event.

- Flights, hotels, and conference registration: These are typically booked by the Student Conference Travel Office or the faculty sponsor. If you booked any of these yourself, you can request reimbursement after you return from the conference or event, up to the travel funding limit approved by the Student Conference Travel Office.
- Meals: The CEL office provides a meal per diem of up to \$35 per day for students traveling to conferences/events. The meal per diem will be deposited into the student's bank account on file in Workday the Friday before the conference/event. Since a meal per diem is provided, meal receipts are not reimbursed by the CEL office.
- Other expenses such as car rides and parking: You can request reimbursement for these after the travel has taken place, **up to the travel funding limit approved by the Student Conference Travel Office.**

Reimbursement Process:

Reimbursement process if you are a current student employee on campus:

- You will need to submit an Expense Report via the Expenses Hub app in Workday for reimbursement of your travel expenses.
- Please review the Workday Help @Furman document for information about creating an Expense Report: <https://blogs.furman.edu/workdayhelp/2020/02/07/creating-an-expense-report-2/>
- In the Memo area of your Expense Report, please include name of conference you attended.
- For car rides, the receipts need to show itemized charges (Subtotal, Booking Fee, and any Taxes and Tip if paid), the date, the pickup and drop-off locations and times, and proof of payment. You should have received an itemized receipt in your email after the ride, or you may be able to get it from your ride app.
- Use these funding source worktags:
 - Cost Center: 1430-CC
 - Fund: 01-FD
 - Additional Worktags: 1692-AC (the remaining worktags will autofill)

Reimbursement process if you are not a current student employee on campus:

- Send itemized receipts to the Student Conference Travel Office, studenttravel@furman.edu to request reimbursement.
- For car rides, the receipts need to show itemized charges (Subtotal, Booking Fee, and Taxes), the date, the pickup and drop-off locations and times, and proof of payment. Uber and Lyft will send itemized receipts to you via email, or you may be able to find it on the ride service's app.