Travel

Law School students may travel in-state or out of state on University business under the same regulations and procedures as any University employee. A Travel Authorization Form is required for out-of-state travel. Upon return from the trip, a Voucher must be submitted with all required original receipts attached.

**Travel Authorizations will NOT be accepted after the trip has occurred and expenses for such trip will not be reimbursed.**

**Mileage Reimbursement**

Reimbursement is at the rate of $.51/mile. The mileage rate to and from the destination is standardized by the State. Complete a Voucher Form (BA-200), indicating the destination, purpose, date, and mileage for the trip. Be sure to include your name, address and Social Security number. The Business Office will prepare a payment invoice. The check will be mailed to the address you provide on the voucher.

**Air/Rail/Bus Reimbursement**

If the cost of travel is to be paid from the Storrs SBA account or Student Moot Court Board account, air and rail reservations may be made through either of four travel agencies contracted by the University.


2) Sanditz Travel. Their phone number is 1.860.658.1901 or 1.800.878.1905.

3) WorldTek Travel Management. Their phone number is 1.800.257.8343

4) Shorts Travel Management. Their phone number is 1.800.314.6666

**No matter which agency you choose to use, you first need to stop by the Business Office, Chase Hall, Room 202, to get a travel authorization number, the account number for funding and a Notification of Travel Form--preferably four weeks before the trip. This form must be completed in order for the Business Office to process the travel authorization with Storrs.**

Non-E-tickets ordered through any of the above mentioned agencies will be delivered to the School of Law Business Office prior to departure. You may also request a parking permit for Bradley International. Tickets will not be released to the Law School Business Office until there is an approved travel authorization on file in the Travel Office.
The above mentioned travel agencies will bill the University directly for all air travel or rail services. Canceled non-refundable tickets or tickets ordered without an approved travel authorization will be charged to the Student Bar Association operating account. NOTE: Both of our contracted agencies are charging transaction fees for their services. These charges will be passed on to the FRS (Storrs) account on your Travel Authorization. Please include the cost of the fee on your Notification of Travel Form.

Changes during the actual travel period due to weather or changes in the schedule can be made on tickets already issued by the above mentioned travel agencies.

All air travel will be reimbursed at no more than the published coach rates. First class air travel rates will not be paid. Use of private or individual-charter aircraft will not be authorized.

Special air travel arrangements which would result in net savings to the University, including the cost of an extra day(s) lodging, meals or other additional costs, are permissible. It is the responsibility of the requesting person to demonstrate to the Business Manager that the proposed arrangements are the most economical for the University.

**Keep original receipts for submission to the Business Office for reimbursement. Complete a Voucher Form (SBA-200), indicating the destination, purpose, date, and mileage, for the trip and attach receipts. Be sure to include your name, address, and Social Security number. The Business Office will prepare a payment invoice. The check will be mailed to the address you provide on the voucher.**