

Making Travel Arrangements

Approval for S&PD funding must be secured **before** making any travel arrangements or paying any registration fees. There will be no reimbursement for travel and fees previously paid for by the applicant if funding is declined.

Below is a suggested method for making your travel arrangements and completing your leave and prepayment forms for a conference. The order in which these instructions are listed is the recommended order in which they should be done.

1. **REGISTRATION:**

Complete the conference registration form (online or hard copy). If the registration is online, print a copy of the registration and/or registration confirmation.

Payment Options:

Travel Card (preferred method): If you have or the department / campus has a Travel Card, you may use it to pay the registration. **You will reconcile the transaction in Workday, using the S&PD Cost Center and Project.**

Personal Credit Card: (least preferable option): If you use your personal credit card, you will be reimbursed when you return from the conference and complete the paper work with accompanying documentation.

College Check: If the vendor requires a check payment for the registration fee, please contact [the Travel Department](#) for information on how to proceed.

2. **HOTEL:**

Make your hotel reservation. You can “hold” the reservation with your Travel Card, if you have one, or your personal credit card. Normally the credit card is not charged. You may want to verify that with the hotel.

Payment Options:

Travel Card (preferred method): If you have or the department / campus has a PCARD, you can use it to hold and pay for the hotel. **You will reconcile the transaction in Workday, using the S&PD Cost Center and Project.**

PERSONAL CREDIT CARD (least preferable option): If you use your personal credit card, you will be reimbursed when you return from the conference

3. **Spend Authorization:**

Complete a **Spend Authorization in Workday**. [Workday job aids](#) can be found online to assist you with this process. **Please use the appropriate S&PD Cost Center and Project.**

4. **Expense Report:**

When you return from your trip, you must submit an **Expense Report** in Workday within five (5) business days, and upload all travel receipts. [Workday job aids](#) can be found online to assist you with this process. **Please use the appropriate S&PD Cost Center and Project.**