

UCO Department of History and Geography

Student Travel Guide

Students should work with their faculty mentor (program director or advisor) when completing the travel support documents. Request for funding from the College of Liberal Arts, should be submitted at least **three weeks prior to travel.**

Students traveling to present research at professional conference are eligible for **\$800 in travel funding assistance**, per year, from the College of Liberal Arts.

❖ Complete all forms digitally, save, and print

- 1) Access the UCO Travel Homepage:
 - <https://www.uco.edu/offices/financial-services/procurement/travel>
- 2) Locate and download the **Out-of-State Travel Request Form** in the Blue Links Bar – right side of page:
 - Download the form to your computer
 - Open the form on your computer and complete
- 3) Note the following items when completing the form:
 - **Student Meal Per Diem rate is \$20.00 per day**, subtract \$5.00 for every meal included in registration
 - **If Flying:** Provide UCO approved travel agent's airfare quote (Only quotes from the following agent will be accepted for direct payment by the University)
 - Travel Incorporated
 - (800)-237-1248
 - tampa@travelinc.com
 - **If Driving** to the conference city, find the current "mileage reimbursement" rate on the UCO Travel Homepage, and provide the following information:
 - Google or MapQuest Map showing mileage from OKC/Edmond to the destination
 - **Double** the listed miles on the map, to obtain the Roundtrip mileage and note this on the map
 - Use the Roundtrip miles to calculate reimbursement cost
- 4) Attach the following documents to the Out of State Travel forms:
 - Email/letter Confirming you are presenting at the conference:
 - Letter should note title of presentation
 - Provide conference information/details: **Dates, City, Conference Hotel**
 - Flight/Driving information; Hotel confirmation; Registration information
- 5) **Optional: RCSA Presentation Grant Application** - (used for airfare funding **only**):
 - <http://sites.uco.edu/academic-affairs/research-grants/travel-grants/index.asp>
- 6) Deliver your assembled packet to the History & Geography Administrative Assistant for final review and signatures

FOR REIMBURSEMENT:

- 7) Upon return: Complete the **Out-of-State Travel Reimbursement Form – (also called an OSF Form 19)**:
 - This form is located on the UCO Travel Homepage