SOM Student Travel Instructions

This document outlines the procedures required for students to travel with support of SOM funding. For student organization-sponsored trips to qualify for SOM funding, the travel must meet all of the following requirements:

1. The reason for travel must be educational (e.g. conference, workshop, etc.)
2. The event must be specifically student-focused (i.e. a standard professional conference without a specific student track would not qualify)
3. An application process must be followed for the travel opportunity
4. The opportunity must be open for all registered SOM students within the student organization (if applicable)
5. Selection of student(s) for the travel opportunity will be made by a committee to include, although not limited to, the organization's faculty advisor(s)
6. Upon their return, the student(s) attending the opportunity will share the knowledge gained from their experience with other members of their student organization and SOM
7. Travelers must follow all UA travel regulations and policies

Steps for requesting travel through SOM:

1. Fill out the "Guest/Student New Traveler Form." Each student traveler has to be manually entered into the Concur travel system by the UAF Travel Office before travel can be approved and booked. **The student should complete this step as soon as they know they will be traveling** (even if they are not yet ready to book their travel).
   Guest/Student New Traveler Form
   Use the following information to complete the form:
   Travel Coordinator: Dana Hubb
   Travel Coordinator Email: dahubb@alaska.edu
   Fund and Org: 337397-67537
   Department Approver: Mark Herrmann

2. When you have your travel dates and are ready to move forward with requesting travel, submit a travel request using the SOM Travel Request Form link below. A travel request form must be filled out and approved by SOM at least 30 days prior to the proposed travel dates.
   SOM Travel Request Form
   Use the following information to complete the form:
   Funding Source: 337397-67537 SOM Student Support

   Once travel is approved by the Dean's Office, login to Concur using your UA credentials and complete your traveler profile. You will need to update any mileage plan numbers, contact phone, or address information here.
   Concur Login (click the LOGIN link at the top left of the page)

3. Once you have finished with any necessary updates to your profile, please notify Dana Hubb (dahubb@alaska.edu) so that she can proceed with her portion of the process.

4. When you have completed your trip, you will need to submit your receipts for the expense report in order to get reimbursed. Even if you do not have any receipts, you will need to submit an expense report to close out your travel in Concur.
Concur Login (click the LOGIN link at the top left of the page)