

Title III Travel Request General Guidelines

Please familiarize yourself with these guidelines before starting application process

Air Travel

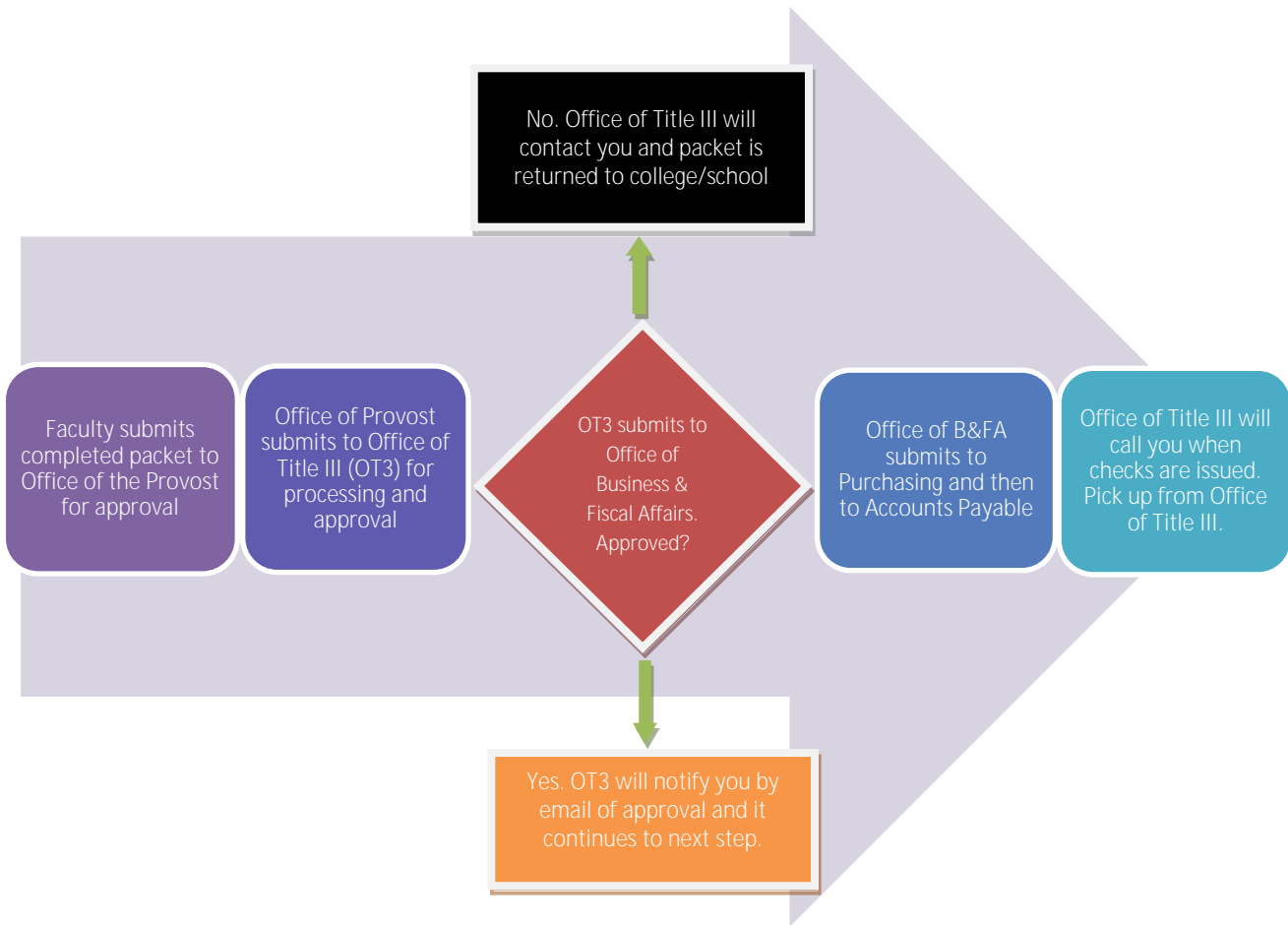
Personnel must make their own travel arrangements directly with the University's Travel Agency, Universal Travel (1-800-573-2916). Online tickets cannot be purchased nor approved through other travel agencies.

Reimbursements

You are encouraged to reserve a room in the hotel where the conference, workshop or convention of attendance will be held. The most economical reservations should be requested when selecting and reserving a hotel room. Personnel will be reimbursed for living expenses. Check requests cannot be processed to cover hotel costs in advance.

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Review and Approval Process



Please allow at least three (3) weeks processing time. The sooner you start the process the better.

Additional Information

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