

# Business Travel Tips for Graduate Students



## Planning/Pre-Travel

- Ask your group's admin for booking help. This is what we do.
- Don't wait until the last minute if you can help it! Just like personal travel, to get the flights you want, you have to plan ahead. As soon as you know you will be traveling, reach out to your admin.
- Get funding information with approval from your PI for your admin prior to requesting booking. We need to know BEFORE booking your travel if you will be traveling on grant funding or non-grant funding.
- If you have a specific flight time or airport in mind, let your admin know to check those options first.
- Public transportation is the preferred method of ground transportation while on business travel, but if you need to rent a car: Do not get the insurance unless you are renting internationally. You are also required to take and pass the Driver Safety Awareness Training. [Driver Safety Awareness Training](#). | [It's Your Yale](#)

## During Travel

- Keep all of your receipts. Even though University policy states that receipts under \$75 do not need to be attached to expense reports, your admin still needs information on the receipts to get you reimbursed properly.
- Purchases over \$75 must have itemized receipts.
- If traveling internationally, do your best to get receipts in English. This is University Policy. If obtaining a receipt in English is not possible, please translate prior to handing them in for reimbursement
- Emergencies happen! If you need a last-minute change to your travel, we can help.



## After Travel

- When you return from your trip (within 10 days), give your receipts (either by email or in-person) to your admin so they can start your reimbursement.
- For ground transportation at an event: provide an explanation of why a specific method of travel was used. For example: \$3.50 bus fare on 8/24. Inclement weather prohibited walking to the event.

*When in doubt... Ask Your Admin!*

## HELPFUL LINKS

[University Policy on Business Travel](#)

[Department Travel Info Page](#)

[Internal Travel Form](#)

