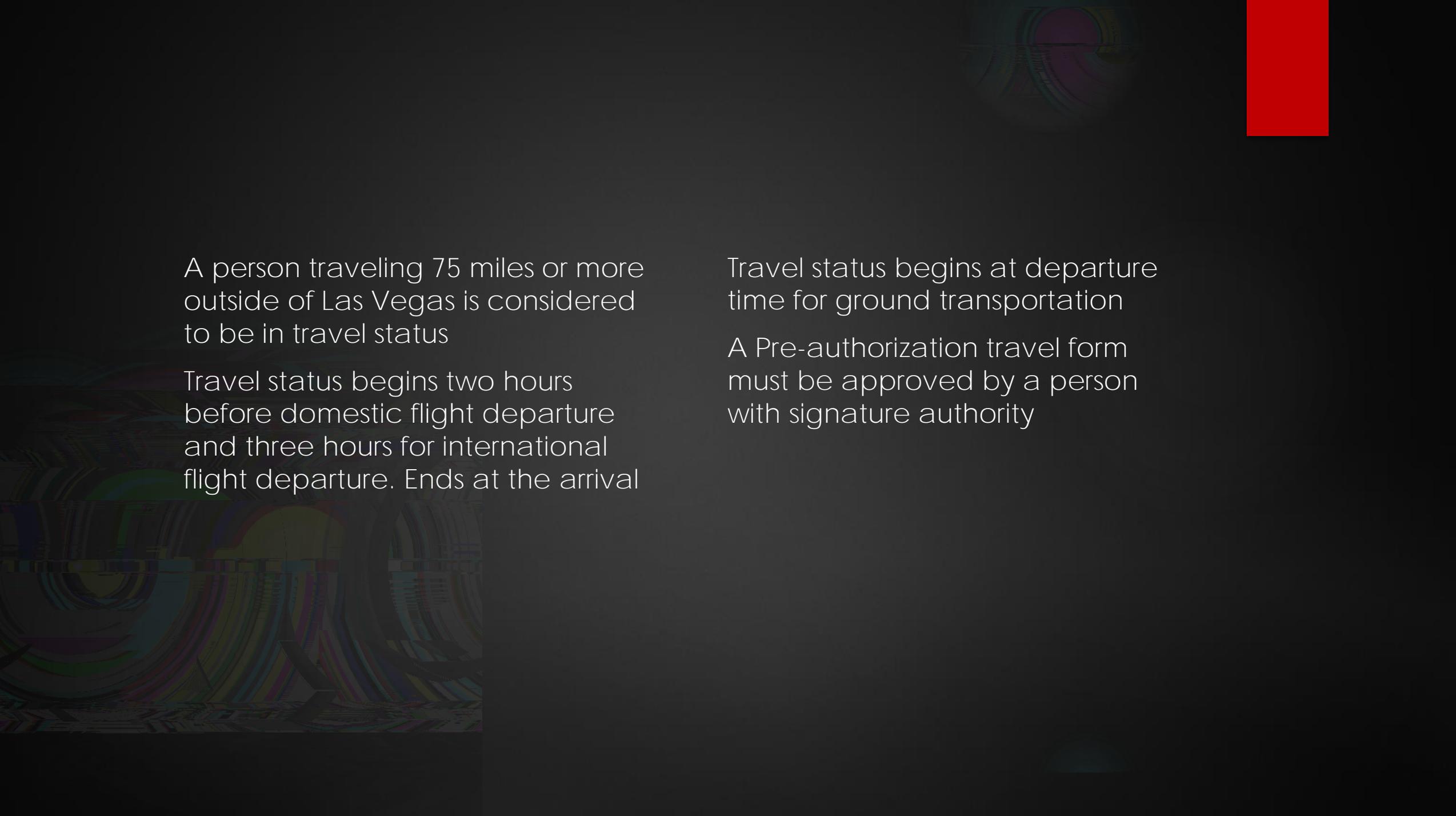


The logo for UNSW Student Life. It features the letters 'UNSW' in a large, bold, red serif font on the left. To its right, the words 'STUDENT LIFE' are written in a smaller, black, all-caps sans-serif font. The entire logo is set against a dark, horizontal rectangular background that contains a faint, high-contrast image of a city skyline.

UNSW | STUDENT LIFE

Travel Training

REFRESHER & LATEST UPDATES



A person traveling 75 miles or more outside of Las Vegas is considered to be in travel status

Travel status begins two hours before domestic flight departure and three hours for international flight departure. Ends at the arrival

Travel status begins at departure time for ground transportation

A Pre-authorization travel form must be approved by a person with signature authority

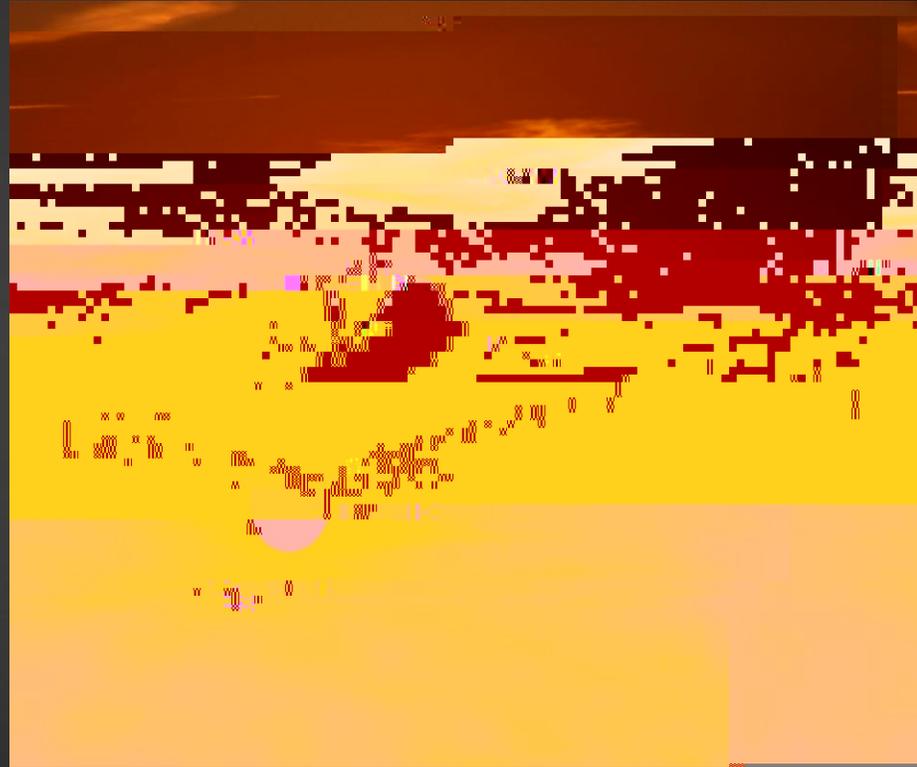
Who can travel for UNLV Business?

Full time employees, both professional and classified

Students including: G A 's, student workers, and general students

Registered volunteers

Candidates



Types of Travel

Individual Travel:

Employee

Student

Candidate

Volunteer

Group or team travel (Two or more people):

Employees

Students

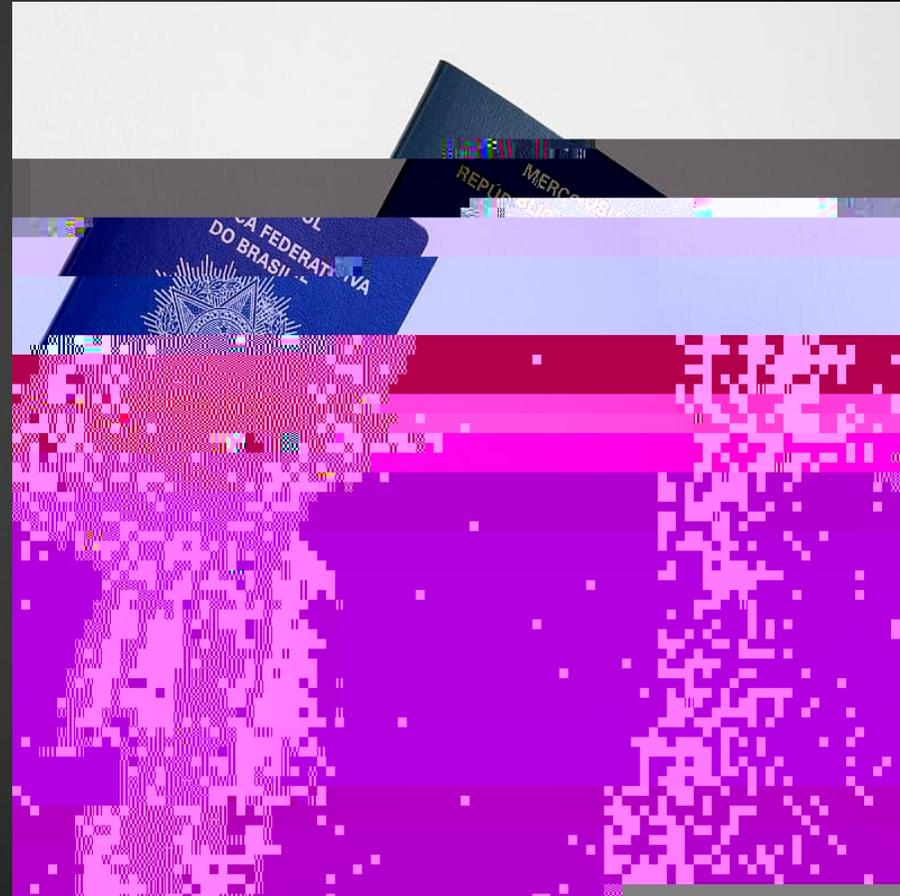
Employees and students

Domestic travel and international travel

Documents for Travel

Travel Purpose Documents:

- Conference schedule or retreat schedule
- Registration Form
- Email from the traveler or leader of group
- Transportation Reservations (Flight ticker, car rental, etc.)
- Lodging Reservation
- Roster of all travelers if it is a group travel



Transportation Use Guidelines:

Flights: Economy class only, no early bird check-in, no pre-seat selection with fee, no more than one baggage fee

SWABIZ (Refer to next slide)

Car rental: Enterprise or Hertz

UNLV vehicle: Only use gas card assigned to that vehicle

Personal vehicle: Mileage reimbursement

Shuttle/taxi/uber (no tips on P-card)

Charter bus

Parking

SWABIZ

SWABIZ is a booking tool with Southwest Airlines

It can manage and track travel program without fees

It gives negotiated benefits

There will be no transaction fees and no change fees

Luggage fly free

Student Life will set up the account

Lodging

GSA rate: www.gsa.gov

Per room not per person

Lodging Exception Approval form: A or B

Airbnb – allowable, but not encouraged. GSA rate is applied

In-state lodging has no exception for GSA

Group Travel with Fees

When needed: a participation fee or deposit is collected

KX account set up: group leader or organizer with SUES

Before travel: A roster of registration

After travel: A roster of participants

KX account reconciliation: Account manager, group leader, and SUES staff reconcile within 7-10 business days from trip completion

Refund: SUES/SLBS

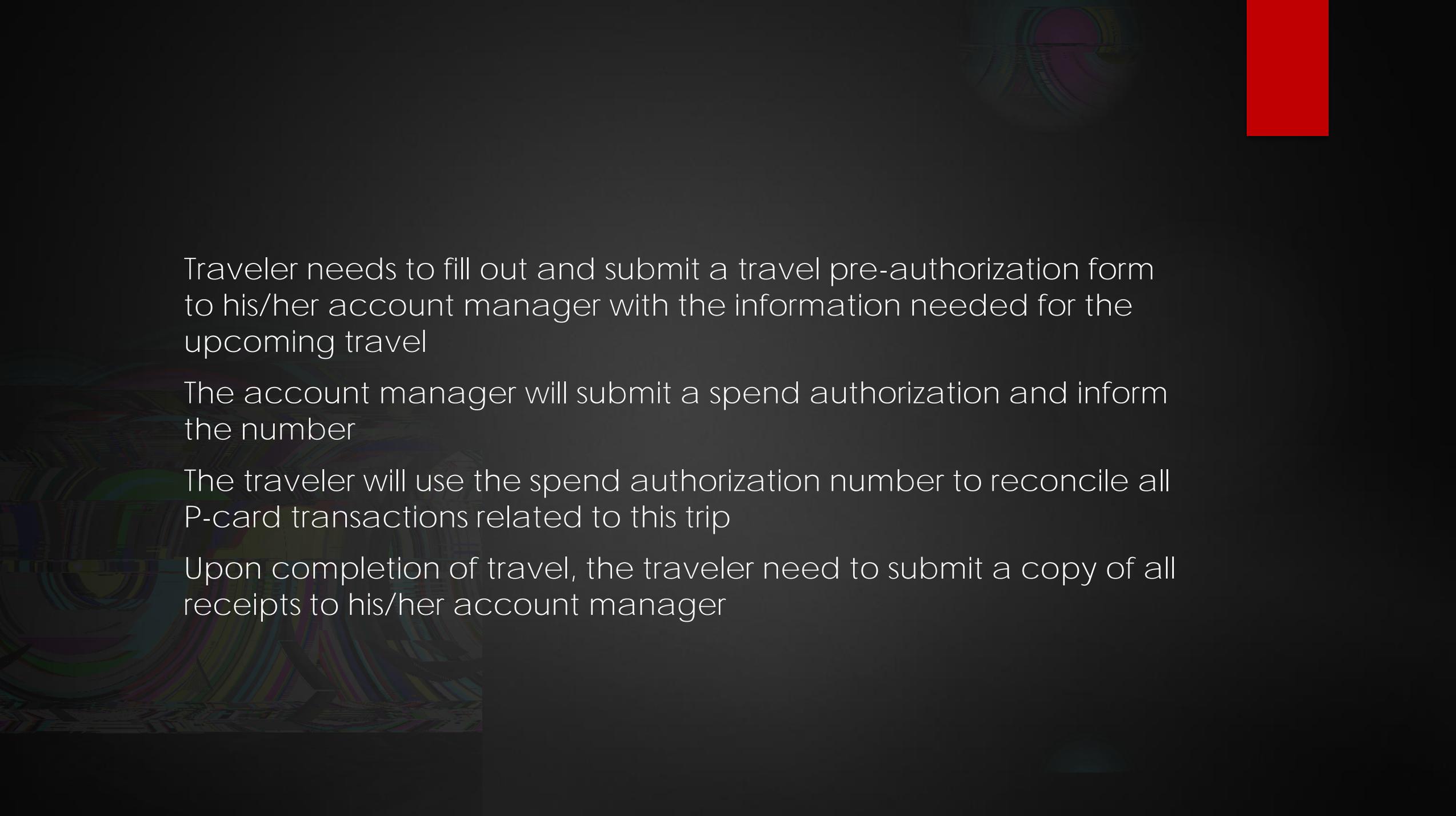
Cash Advances

Cash Advances are only extended for meals

Cash Advances are only authorized for current UNLV employees, students or registered volunteers (must be active in Workday)

Cash advances must be submitted via the spend authorization at least two weeks prior to travel

Cash advances must be reconciled before a new cash advance can be requested

The background features a dark, textured pattern with a globe-like motif in shades of purple and blue. A solid red rectangle is positioned in the top right corner.

Traveler needs to fill out and submit a travel pre-authorization form to his/her account manager with the information needed for the upcoming travel

The account manager will submit a spend authorization and inform the number

The traveler will use the spend authorization number to reconcile all P-card transactions related to this trip

Upon completion of travel, the traveler need to submit a copy of all receipts to his/her account manager

Training Complete

You have now completed this training:

For any further questions please contact your Account Manager with Student Life Business Services!

Have a great day!