

The background features a night-time photograph of the Utah State Capitol building, illuminated with a blue and purple color overlay. The building's central dome and classical architectural details are prominent. Overlaid on the image are various technical graphics, including concentric circles, dashed lines, and numerical scales (e.g., 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260) that suggest a theme of technology or data. The overall aesthetic is modern and professional.

USU TRAVEL FORUM —

BACK TO BASICS

SEPTEMBER 29, 2021

GROUP TRAVEL

Relationship Status

It's Complicated



The background is a solid blue color with a complex, abstract geometric pattern. It features several overlapping circular and semi-circular lines, some solid and some dashed, creating a sense of depth and movement. A prominent feature is a large, semi-circular scale or arc on the left side, with numerical markings ranging from 140 to 260 in increments of 10. The numbers are oriented along the curve of the scale. There are also various other circular motifs, including concentric circles and partial arcs, scattered across the frame. The overall aesthetic is clean, modern, and technical.

GROUP TRAVEL IS NOW
DEFINED AS:

WHEN TWO OR MORE
PEOPLE SHARE AN EXPENSE
WHILE IN TRAVEL STATUS.

EXAMPLES OF SHARED EXPENSES:



MEALS



MILEAGE (WHEN
DRIVING TOGETHER)



LODGING (BLOCK
ROOMS)



CAR SERVICES (UBER,
LYFT, TAXI, SHUTTLE)

SHARED EXPENSES INCLUDE
UNIVERSITY PAID EXPENSES.

TRAVELER

* Traveler's Name or A-Number

Elizabeth Monaco



A-Number

A00678276

Email

elizabeth.monaco@usu.edu

Mobile Phone

Traveler's Role

Employee

[Companion Travel \(see policy 515.3\)](#)

NOTE: Only select Companion Travel if companion travel expenses are being incurred by the University.

TRAVELER'S ROLE -

DETERMINES 100 LEVEL APPROVAL, SOS AMOUNTS, IF GHG FEE ASSESSED

TRIP INFORMATION

* Traveling Department

Department Approver

* Purpose

Travel / Project Name

* Description

[Group Travel](#)

USING A CONSISTENT TRAVEL/PROJECT NAME FORMULA ALLOWS FOR ACCURATE REPORTING AND ENHANCES SEARCH CAPABILITIES IN SERVICENOW. THE FIRST FEW CHARACTERS IN THE NAMING FORMULA ARE THE MOST VALUABLE IN SEARCHING.

IF GROUP TRAVEL
IS SELECTED
ADDITIONAL
INFORMATION
BOXES ARE ADDED

TRIP INFORMATION

* Traveling Department	DPCONT - Controllers Office	🔍	ℹ️	Travel / Project Name	CAAS/AVTE Retreats in Logan Fall 2021
Department Approver	Dan Christensen		ℹ️	* Description	
* Purpose	Conference	▼	ℹ️	Group Travel	<input checked="" type="checkbox"/>
* International Destinations	No	▼		* Number of Students	3
* Students Traveling Overnight	No	▼		* Number of Employees	5
				* Number of Non-Students/Non-Employees	0

INTERNATIONAL TRAVEL

INTERNATIONAL
DESTINATIONS Y/N

THIS NEEDS TO BE
KNOWN FOR SOS
INSURANCE PURPOSES.
IF IT IS MARKED YES AN
ADDITIONAL
INFORMATION BOX
WILL LOAD

TRIP INFORMATION

* Traveling Department	<input type="text" value="DPCONT - Controllers Office"/>	<input type="button" value="Q"/>	<input type="button" value="i"/>
Department Approver	<input type="text" value="Dan Christensen"/>	<input type="button" value="i"/>	
* Purpose	<input type="text" value="Conference"/>	<input type="button" value="v"/>	<input type="button" value="i"/>
* International Destinations	<input type="text" value="Yes"/>	<input type="button" value="v"/>	

Travel / Project Name	<input type="text" value="CAAS/AVTE Retreats in Logan Fall 2021"/>
* Description	<input type="text"/>
Group Travel	<input type="checkbox"/>

REMINDER: Per [USU Policy 536](#) this trip requires registration on the [USU International Travel Registry](#).

SOS TRAVEL INSURANCE

* Days Outside U.S.	<input type="text" value="7"/>	* Non-Student Travelers	<input type="text" value="1"/>
SOS Comments	<input type="text"/>		
	SOS Insurance Amount	\$	<input type="text" value="75.00"/>

GROUP TRAVEL – INTERNATIONAL

- IF INTERNATIONAL TRAVEL IS MARKED, THE NUMBER OF TRAVELER'S CANNOT BE EDITED ON THE TR. ONCE THE ORIGINAL TA IS APPROVED, ANY ADDITIONAL TRAVELERS WILL NEED TO HAVE THEIR OWN TA BUT MAY BE INCLUDED ON THE GROUP TR. THE # OF TRAVELERS ON THE TA IS USED TO CALCULATE THE AMOUNT OF SOS TO BE CHARGED.

* International Destinations

REMINDER: Per [USU Policy 536](#) this trip requires registration on the [USU International Travel Registry](#).

* Students Traveling Overnight

NOTE: Please attach or document in the comment section below a list of all student travelers.

* Departure Date

* Departure City

Add another destination

* Number of Students

* Number of Employees

* Number of Non-Students/Non-Employees

* Return Date

* Destination City

SOS TRAVEL INSURANCE

* Days Outside U.S.

* Student Travelers

SOS Comments

* Non-Student Travelers

SOS Insurance Amount

\$

TRIP INFORMATION

* Traveling Department	DPCONT - Controllers Office	Q	i	Travel / Project Name	CAAS/AVTE Retreats in Logan Fall 2021
Department Approver	Dan Christensen		i	* Description	
* Purpose	Conference	v	i	Group Travel	<input checked="" type="checkbox"/>
* International Destinations	Yes	v		* Number of Students	3
REMINDER: Per USU Policy 536 this trip requires registration on the USU International Travel Registry .				* Number of Employees	5
* Students Traveling Overnight	Yes	v		* Number of Non-Students/Non-Employees	0

- IF **STUDENTS TRAVELING OVERNIGHT** IS MARKED YES – PLEASE ENTER THE NUMBER OF STUDENT TRAVELERS COVERED ON THE TA IN THE # OF STUDENTS BOX AND ENTER THEIR NAMES IN THE COMMENTS OR AS A CLEARLY LABELED ATTACHMENT.
- IF THERE ARE NO STUDENTS TRAVELING OVERNIGHT, THIS BOX SHOULD BE 0.
- IF A PERSON IS BOTH A STUDENT AND AN EMPLOYEE, STUDENT STATUS TAKES PRECEDENCE. ONLY COUNT THIS PERSON ONCE AS A STUDENT.

- THE CLERY ACT REQUIRES HIGHER EDUCATION INSTITUTIONS TO REPORT ANNUALLY ON THE LOCATION OF STUDENTS WHO TRAVELED OVERNIGHT. THIS BOX IS STEP ONE IN HELPING US TO DO THAT.

- THE SECOND STEP REQUIRES A TR TO BE SUBMITTED WITH LODGING SELECTED AND THE ADDRESS OF WHERE THE STUDENT(S) STAYED OVERNIGHT. EVEN IF THERE IS NO REIMBURSEMENT.

IF THE TA IS IN THE NAME OF AN EMPLOYEE, THE NUMBER OF EMPLOYEE'S BOX WILL DEFAULT TO 1

* Number of Employees

IF THERE ARE ADDITIONAL EMPLOYEE TRAVELERS, ENTER THE CORRECT NUMBER OF EMPLOYEE TRAVELERS COVERED BY THE TA AND ENTER THE OTHER EMPLOYEE TRAVELER NAMES IN THE COMMENTS OR AS A CLEARLY LABELED ATTACHMENT.

IF THE TA IS IN THE NAME OF A NON-EMPLOYEE OR NON-STUDENT, ENTER THE CORRECT NUMBER OF NON-EMPLOYEE OR NON-STUDENT TRAVELER'S THAT ARE COVERED ON THE TA, AND ENTER THE NON-EMPLOYEE OR NON-STUDENT TRAVELER NAMES IN THE COMMENTS OR AS A CLEARLY LABELED ATTACHMENT.

* Number of Non-Students/Non-Employees

IF THE TA DOES NOT
INCLUDE OTHER
TRAVELERS BECAUSE
THEY HAVE THEIR
OWN TA

INCLUDE THE TRAVELER NAMES
AND THEIR TA #'S IN THE
COMMENTS OR AS A CLEARLY
LABELED ATTACHMENT

IF MULTIPLE PEOPLE ARE TRAVELING UNDER THEIR OWN TA'S AND SHARE AN EXPENSE – GROUP TRAVEL SHOULD BE SELECTED BUT THE OTHER TRAVELERS SHOULD NOT BE COUNTED IN THESE BOXES. THESE BOXES SHOULD REFLECT THE ACTUAL NUMBER OF PEOPLE COVERED BY THIS TA.

[Group Travel](#)



* Number of Students

0

* Number of Employees

1

* Number of Non-Students/Non-Employees

0

SELECT ALL TRAVEL OPTIONS THAT APPLY:

TRAVEL OPTIONS - SELECT ALL THAT APPLY

Airfare

Lodging

Individual Meals

Meals & Entertainment

Mileage

Parking & Transportation

Registration

Other

Request Advance

IF AIRFARE IS SELECTED –
THE GROUP TRAVEL
NUMBERS CANNOT BE
EDITED ON THE TR. THE TA
IS USED TO CALCULATE THE
AMOUNT OF GREENHOUSE
GAS FEE COLLECTED.



IF ADDITIONAL TRAVELERS
ARE ADDED THEY MUST HAVE
THEIR OWN TA, BUT MAY BE
INCLUDED IN THE TR.
IF AIRFARE IS NOT SELECTED
ON THE TA THEN THE # OF
TRAVELERS ON THE TR WILL
BECOME EDITABLE.



- IF AN EXPENSE IS NOT IN THE TRAVELER'S NAME (SPOUSE, PARTNER, FRIEND, PARENT, ETC.) AN EXPLANATION AND PERMISSION TO REIMBURSE THE TRAVELER, FROM THAT INDIVIDUAL, IS REQUIRED.
- IF THE PERSON PAYING FOR A SHARED EXPENSE IS NOT IN TRAVEL STATUS FOR USU – SELECTING GROUP TRAVEL IS NOT REQUIRED IF TRAVELER'S PARTICIPATING IN THE EXPENSE ARE TRAVELING SEPARATELY UNDER THEIR OWN TA'S.

The background features a stack of open books with pages fanned out, set against a dark blue gradient. Overlaid on the books are various technical diagrams, including circular gauges with numerical scales (e.g., 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260) and circular arrows, suggesting a theme of engineering or precision.

OPEN TA'S

ARE NEVER GROUP TRAVEL

OPEN TA'S
SHOULD BE
USED FOR
REOCCURRING,
SAME-DAY,
MILEAGE ONLY
TRAVEL.



They must be closed at the end of each fiscal year



May include expenses related to driving. For example: Parking or tolls

WHEN PROCESSING A TR FOR AN OPEN TA

- Please remember to narrow the dates to just the dates we're reimbursing and change the destination city from "various cities" to the actual destination city when applicable.



LOGAN TO LOGAN IS
NOT A THING

..... EVER

EZ – BUY

WHEN IS IT APPROPRIATE
TO USE AND WHEN IS IT
NOT?

Brittany Martineau



TRAVEL TRAINING – WE WILL BE STARTING BACK UP WITH OUR MONTHLY TRAVEL TRAINING IN OCTOBER FOR NEW EMPLOYEES AND ANYONE WHO WOULD LIKE ADDITIONAL TRAINING. LOOK FOR AN EMAIL WITH SIGN-UP INFORMATION COMING SOON.

