

## University Travel

### ICL VIRTUAL and FACE TO FACE TRAVEL PROCEDURES FOR STUDENTS

*All domestic travel must be approved for any Face to Face and Virtual conference/ meeting at least 14 days before it begins. International travel requires 21 days approval before conferences or meetings convene.*

#### Students- Domestic and International

##### **Student Travel**

**\*\*Program Areas:** If you have students traveling, it is the responsibility of the program area faculty to inform the ICL Department of the student's intent to travel with using the following steps:

1. Send an email to [iclofficestaff@memphis.edu](mailto:iclofficestaff@memphis.edu) stating that you approve the student's travel including the amount that will be allocated. The amount allocated by the department is \$500
2. Student must fill out the Travel Request form in Etrieve (<https://memphiscentral.etrieve.cloud/#/form/373>) . If student is requesting travel funds from the Dean's Student Travel Grant, the form must be submitted along with the form from Etrieve for processing.  
**\*\*Also if students are requesting funding from other University's departments or organization, they will advise us the name of the other funding and the amount. We will contact them and work with them regarding the reimbursement for the students.\*\***
3. Submit the form(s) to [iclofficestaff@memphis.edu](mailto:iclofficestaff@memphis.edu) for review.
4. Faculty, Staff, and student will be notified after the approval process is complete.
5. Reimbursement will be processed after the travel is completed. Itemized paid receipts will be required.

If you have concerns or questions, contact [iclofficestaff@memphis.edu](mailto:iclofficestaff@memphis.edu).