Travel Advance [RF-040] Form

Obtain Travel Advance Form [RF-040] from the Office of Research Administration in room E1449.

Complete Traveler's Information section.

You must check the box for Non Resident Alien.

Indicate the purpose of the trip, departure date and destination mode of transportation.

For mode of transportation and lodging

By Air- get a quote from a travel agency or online through a travel website.

Websites for Per Diem Rates

Domestic

http://www.gsa.gov/portal/category/21287

International

http://aoprals.state.gov/web920/per_diem.asp

You can only charge 75 percent of the Per Diem Rate for the first and last day of travel.

Be sure to include local transportation, parking and other miscellaneous costs.

Add up the costs for meals, lodging and other expenditures then multiply that amount by 80%.

Do not include transportation.

This is the total of other expenses.

Add the total of other expenses to the amount for transportation.

This is the total amount of the Travel Advance request.

Indicate the Research Foundation account to be charged.

Have the traveler and PI sign the Travel Advance Form.

Follow the procedure of How to Pay an Invoice.