Dear student,

Language Technologies Institute always strives to provide high quality educational and administrative services. As one of our scholars you have vast opportunities to travel for professional development and networking. However, such opportunities require a certain level of responsibility. For instance, individuals who travel on approved university business or travel to University-sponsored conventions, conferences, or seminars are required to read Carnegie Mellon University Business and Travel Expense Policy (BTE Policy).

BTE Policy explains which travel related expenses you may incur during the trip and how to get reimbursed.

For your convenience LTI administration put together these Travel Application and Reimbursement Guidelines.

The following instructions will help you through the application process and give you an idea of what to expect.

The LTI Travel Guidelines consist of 2 parts:
Part 1. Before you travel
Part 2. After you travel

Part 1. BEFORE YOU TRAVEL

INSTRUCTIONS

1. Download the forms mentioned in the guidelines and retain them until the trip is over and you have been reimbursed for all CMU business expenses related to your trip.
2. Make sure to follow the guidelines.
3. Fill out all of the required fields. Make sure to type entries in BLOCK CAPITALS.

LTI TRAVEL AUTHORIZATION FORM GUIDELINES

1. Your advisor must approve and sign this form before you submit it.
2. If funding is unavailable from your advisor for conference travel, you and your advisor may request departmental funding. Please note that departmental funding is available only once per academic year for each eligible student.
3. Expenses are always covered by advisor’s funding first, the use of approved departmental funding is secondary. It is always helpful if your advisor provides an approximate funding cap for expenses that he or she is willing to cover.
4. Once your Authorization Form is approved by your advisor, you may start planning your trip. As soon as you have an idea of how you want to travel, you should go ahead and fill out the Addendum (see below).
1. Depending on the nature of your funding, various restrictions may apply to your trip (e.g. airline, membership fee etc.), so the purpose of this form is to collect all necessary additional information about your trip.

2. Submit the Addendum and the Travel Authorization form together via email to LTI-Travel@cs.cmu.edu. Once you submit both documents, you will receive an email with the name of the administrator who will be processing your application. Based on the content of your application the assigned administrator will contact you with important information regarding the upcoming trip and assist you if needed.

3. Answer the questions on the addendum to your best ability. Write N/A for fields inapplicable to your trip.

**Part 2. AFTER YOU TRAVEL**

**TRAVEL EXPENSE REIMBURSEMENT FORM GUIDELINES**

1. The purpose of this form is to request reimbursement of travel expenses incurred on behalf of the University during your trip.

2. Submit this form within 30 days from the date of your return from your trip.

3. For smooth reimbursement process make sure to provide proper proof of payment. For definition of a proper proof of payment please refer to the CMU BTE Policy.

4. Once the reimbursement form is filled, print it out and submit along with the receipts and other proof of payment to mailbox labelled “Student Travel” at the GHC 5404. Use provided yellow envelopes.

   - All Paper receipts + Reimbursement Form + Envelope = OK! → GHC 5404
   - All Electronic receipts + Electronic Reimbursement Form = OK! → LTI-Travel@cs.cmu.edu
   - Printed out Electronic receipts + Paper receipts + Reimbursement Form + Envelope = OK! → GHC 5404
   - Electronic Receipts + Scanned Paper receipts + Electronic Reimbursement Form = NO!

We strongly recommend that you start the application process as early as possible.

Thank you,

LTI Administration
LTI-Travel@cs.cmu.edu