

Travel for Faculty

As a faculty member, you can travel for your work including conferences. You must have authorization before traveling. Here is some information you will need to be able to travel. The following list shows the different sections within this document:

1. BYU and Psych Department Travel Policies
2. Travel Card
3. Post-Trip Responsibility
4. Travel Authorization

BYU and Psych Department Travel Policies

1. To know more about the policies for the university, go to this link: [BYU Travel Policy](#)
2. As for the Psychology Department, we want to let you know that each faculty member is allowed to use \$1600 every year for travel. Once the \$1600 is used, the faculty member will need to use the money from their own account. However, no matter which account is used, you **must complete a Travel Authorization form before you travel** (see below for more information on this).
3. For the meals per diem reimbursement, you will not be reimbursed for breakfast on your beginning travel day nor dinner on your return travel day. Also, if your hotel or the conference provides a meal, you must not claim this as a meal for which to be reimbursed.
4. Conference registration fees are done separate from other travel expenses and is paid by the department.

Travel Card

To apply for a travel card, use the form at this link: [BYU Card Application](#). For the section on “Card Settings” in the application form, see Jalene.

Post-Trip Responsibility

After completing your trip, please see Jalene with your receipts, to categorize expenses, to determine meals per diem and mileage deduction, and to verify which operating unit to charge for the travel.

Travel Authorization

Please see Jalene for training and continued help on this. The information below will give you the links and things you will need to do the Travel Authorization. You need to work with Jalene though to complete your Travel Authorization before submitting it for approval.

To access the webpage to work on your Travel Authorization, follow this link: [Faculty Travel Authorization](#) and click on “Y-Expense”. This is what the page will look like:



The completed Travel Authorization will look like this:

Account Code	Split	Research	Contact	Manager	Total
20234629-7000	14%	No	Michael E. Nelson		\$391.34
20234636-7000	13%	No	Michael E. Nelson		\$179.83
20234611-7000	13%	No	Michael E. Nelson		\$179.83