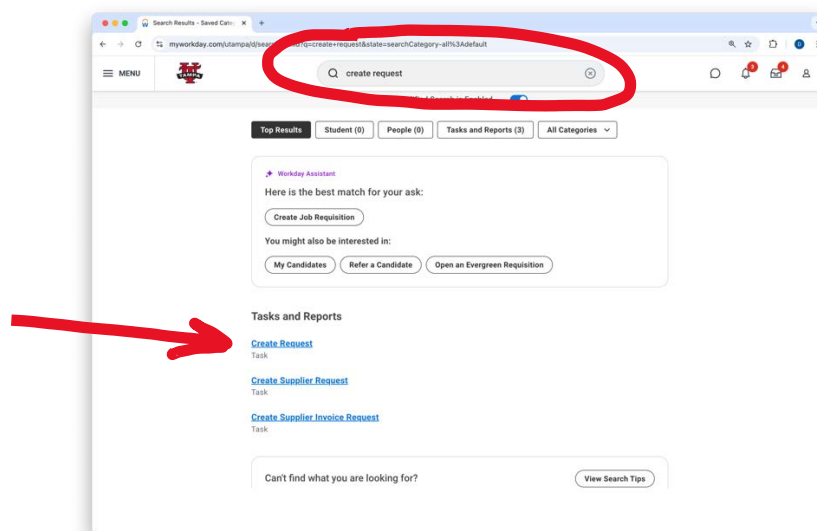


# Student Travel Funding Request Instructions

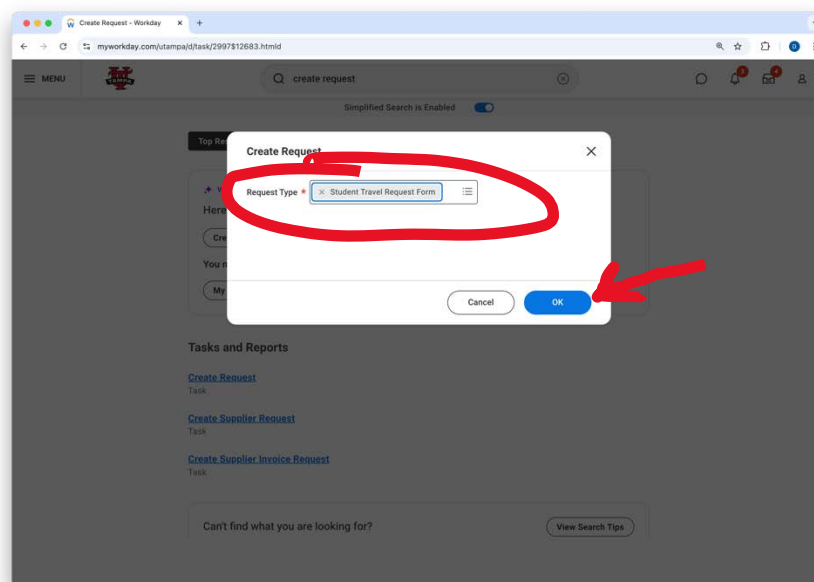
The University of Tampa offers several sources of funding for students who must travel to present their scholarship or creative work. The *Student Travel Request Form* in Workday allows students to complete a single application for funding, which will be routed automatically to the appropriate cost centers to determine which offices can support the student's travel.

**Step 1:** Log in to Workday

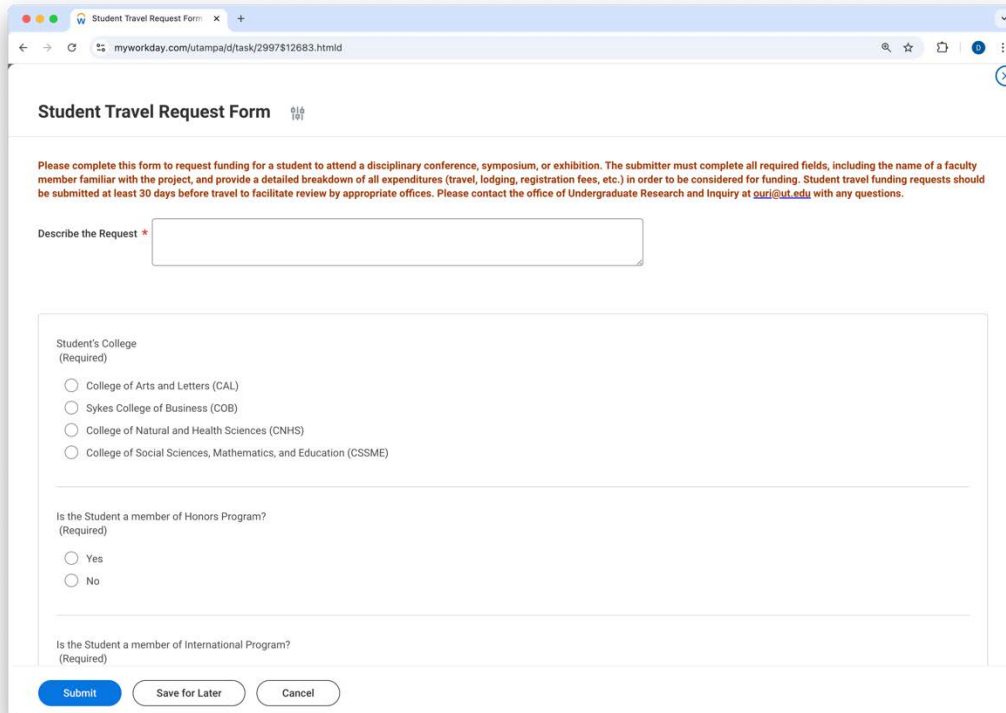
**Step 2:** Type “create request” in the search bar at the top of the screen, hit enter/return, then click the resulting “create request” link.



**Step 3:** Type “Student travel request” in the popup window, then click “OK.”



**Step 4:** Complete the *Student Travel Request Form*. Make sure to complete all required fields and provide documentation (screenshots of flight costs or hotel rates, receipts for conference registration, etc.) for all budget expenses. Incomplete requests will not be funded.



The screenshot shows a web browser window with the title "Student Travel Request Form". The address bar shows the URL "myworkday.com/utampa/d/task/2997812683.html". The form itself has a title "Student Travel Request Form" and a progress indicator "0/8 100%". Below the title is a red warning message: "Please complete this form to request funding for a student to attend a disciplinary conference, symposium, or exhibition. The submitter must complete all required fields, including the name of a faculty member familiar with the project, and provide a detailed breakdown of all expenditures (travel, lodging, registration fees, etc.) in order to be considered for funding. Student travel funding requests should be submitted at least 30 days before travel to facilitate review by appropriate offices. Please contact the office of Undergraduate Research and Inquiry at [ouri@ut.edu](mailto:ouri@ut.edu) with any questions." Below this is a text input field labeled "Describe the Request \*". Further down is a section titled "Student's College (Required)" with four radio button options: "College of Arts and Letters (CAL)", "Sykes College of Business (COB)", "College of Natural and Health Sciences (CNHS)", and "College of Social Sciences, Mathematics, and Education (CSSME)". Below this is a section titled "Is the Student a member of Honors Program? (Required)" with two radio button options: "Yes" and "No". At the bottom is a section titled "Is the Student a member of International Program? (Required)". At the very bottom are three buttons: "Submit", "Save for Later", and "Cancel".

**Step 5:** Review your entered information and click “Submit.”

Once all appropriate offices have noted their contributions to the travel request, the student will be notified of funding and receive instructions for reimbursement.