

Online International Travel Funding Request Instructions

UPAC funding requests will now all be submitted online! Follow these instructions to fill out your request for international travel funding.

ORGCENTRAL



Contact UPAC:

- 208 HUB-Robeson Center, University Park, PA 16802
- 814 – 863 – 8951
- upac@psu.edu
- upac.psu.edu

YOU ARE NOT TO START ANY PROCESS THAT WILL COMMIT YOU FINANCIALLY UNTIL YOU HAVE BEEN APPROVED FOR FUNDING

Starting Your Request Online

✔ Log into OrgCentral at psu.campuslabs.com/engage

If requesting on behalf of a student organization:

- ☰ In the top right corner, click the sliders and select “Manage.”
- Scroll down to “My Memberships” and select your student organization.
- ☰ In the top left corner, click the stack button and choose “Finance.”
- Click the blue “Create new request” button and select “Create budget request.”

If requesting independently:

- In the top right corner, click on your profile.
- From the pop-out menu, click “Submissions.”
- Click the “Budgeting” tab
- ✚ Click the “Create Request” button.

All requestors:

- Click “UPAC International Travel Funding Request.”

⚠ International Travel Advising

You are required to have a meeting with a Penn State international travel advisor. To set up this appointment, please email studentorg@psu.edu.

Before You Travel – Travel Registration

At least 3 days before you leave for your trip, you need to complete and submit a Travel Registration Form at orgcentral.psu.edu/submitter/form/start/248712

Other Help Resources

- For more information and tutorials on filling out International Travel Funding Requests, check the International Travel Funding page on UPAC’s website at pennstateupac.org/international-travel
- UPAC’s allocating policies can be found in the UPAC Handbook: pennstateupac.org/handbook-2
- If you are funded by UPAC for your travel and need help covering upfront costs, contact the University Park Student Fee Board Chair to discuss the Liquidity Program—studentfeepsu@gmail.com.

Requesting Funding

1. Enter a title and brief description of your request
2. Read the “Welcome and Instructions” page
 - Indicate if you’re traveling with a student organization or independently
3. Fill out the “General Information” page
 - Organization information (if applicable)
 - Requestor contact information
 - Travel information
 - Request submission deadline
 - Four disclaimers
4. Fill out the “International Travel Information” page
 - What is your primary purpose for attending this travel experience?
 - Which mode(s) of transportation will each student use? (e.g. different departures, etc. for travelers)
 - Provide a detailed schedule for your travel experience. What is the greatest number of information sessions, competitions, or workshops, being offered at one time? **Provide a link to the event schedule if it has been published online.**
 - Total number of students traveling
 - Tentative travel roster of students traveling
 - Select the expenses you plan on requesting
5. Prioritize all travel expenses
6. Fill out your U.S. Travel Funding Request
 - Airfare
 - Charter bus and charter tickets
 - Personal mileage
 - Fleet vehicle and fleet mileage
 - Rental vehicle

Seeking Reimbursement

After traveling, return any boarding passes to the UPAC office. If you traveled with a student organization, seek reimbursement through the ASA Office in 240 HUB. If you traveled independently, seek reimbursement through the UPAC Staff Assistant in 201 HUB.