

# Online U.S. Travel Funding Request Instructions

UPAC funding requests will now all be submitted online! Follow these instructions to fill out your request for U.S. 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](https://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:

- Choose “UPAC United States Travel Funding Request.”

### 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](https://orgcentral.psu.edu/submitter/form/start/248712)

### Other Help Resources

- For more information and tutorials on filling out U.S. Travel Funding Requests, check the U.S. Travel Funding page on UPAC’s website at <http://pennstateupac.org/domestic-travel/>
- For information on UPAC’s allocating policies, check the UPAC Requestor Handbook at [pennstateupac.org/handbook-2](https://pennstateupac.org/handbook-2)
- If you are funded by UPAC for your travel experience and need help covering upfront costs, contact the University Park Student Fee Board Chair at [studentfeepsu@gmail.com](mailto:studentfeepsu@gmail.com) to discuss the Liquidity Program.

### 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
  - Three disclaimers
4. Fill out the “U.S. 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)
  - What are the lodging arrangements for all students requesting travel funding?
  - 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 expenses and indicate if registration includes meals or lodging.
6. Fill out your U.S. Travel Funding Request
  - Airfare, charter bus, charter tickets, personal mileage, fleet vehicles, fleet mileage, rental vehicle
  - Lodging expenses
  - Registration expenses

### 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.