The purpose of this form is to define payment options for student travel expenses to attend conferences and professional meetings paid with grant funds. A combination of options may be used.

**1. PI/PD grant specific pcard**
- PI/PD pays for student expenses
- PI/PD collects receipts
- PI/PD reports on pcard statement

**2. Student M & IE per diem request**
- Student receives funds prior to or after event
- Student pays for expenses
- No receipt retention (per diem request* is receipt)

**3. Student cash advance request**
- Student signs Statement of Personal Responsibility
- Student pays for expenses
- Student collects receipts
- Student submits "Travel Expense" report

**4. Student grant declining balance pcard**
- Student signs Statement of Personal Responsibility
- Student pays for expenses
- Student collects receipts
- PI/PD reports on pcard statement

**5. Student reimbursement**
- Student pays for expenses
- Student collects receipts
- Student submits "Payment Request"

*To be used only for students attending conferences/professional meetings to pay for “meals and incidentals” (M & IE)