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 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)