

Department of Anthropology--Travel Expectations Revised 07/13/2021

Congratulations on your forthcoming travel! We are delighted you have chosen to represent the Department of Anthropology and Purdue University as you develop your professional networks, contacts, and research collaborations. If you are planning a professional trip, you need to consider the following protocols for all travel.

First and foremost, check the current Protect Purdue guidance on travel: <https://protect.purdue.edu/>

1. If it is the first time traveling, please **send a request at least a month in advance** to Julie Hughes to request a university travel card (hughe180@purdue.edu). The sooner the better as there is no specific timeline for this. Sometimes it takes longer than others.
2. Send travel information requested below to Jill Aldridge (jaldridg@purdue.edu) at **least two weeks in** advance of travel. This includes your dates of travel, purpose of travel (e.g. research, conference), location of travel (in state, out of state, international), and your funding source. In Concur, Purdue's travel software, you will need to approve Jill as a delegate to work on your behalf. Instructions to get this done will be provided at your request when you email Jill.
3. You are responsible for booking your own tickets and travel reservations (use your personal card, travel card, or use Purdue's Travel Agent, Anthony Travel). Please make sure if you are not funded for your travel, you should not use your Purdue travel card). If you have questions about other nontravel expenses associated with your trip, such as professional organization membership, please make sure to check with Jill or Julie before purchase.
4. Fill out the [**EMERGENCY TRAVEL LOCATOR**](#) (Please copy from the link for your personal information). This information should be kept on a secure drive and is for emergency use or if we have to act on your behalf. Additionally, travelers should complete a [**Personal Emergency Action Plan**](#) in advance of travel.
5. Arrange for payment of flight, shuttles, and hotel. You can purchase your flight and hotel on your own or use Anthony Travel. Sometimes hotels require a deposit. You are free to choose your hotel to stay at, but we are not able to assist you with charges incurred if you need to change your travel.
6. For your international travel, you will need to request international travelers' insurance (required), register your travel with the [**International Programs Office**](#) and, if a United States citizen, enroll in the US Department of State's [**Smart Traveler Enrollment Program**](#). Please work with your major professor if you have questions about this.
7. While traveling, please save all of your original receipts and other relevant documentation of travel (e.g. boarding passes).
8. If you will be operating a vehicle you will need to complete a safe driver form through Risk Management. Please work with Jill Aldridge to complete required forms.
9. Upon your return to Purdue, please submit your receipts to Jill within two weeks of your return. Failure to turn in receipts and complete final paperwork in a timely manner may result in your reimbursement being subject to taxes.