SAR INSTRUCTIONS

1. **Go to http://www.docutraq.sg.ufl.edu/ and click 'Access Docutraq'. You MAY be prompted to log in with your Gatorlink username and password.**

    *Please set aside 30-60 minutes to complete your SAR application in its entirety. If you are idle on the website for longer than 5 minutes, you will automatically be logged out and may have to start over again.

2. **For Organization:** select "Graduate Student Council" or type "Graduate Student Council" exactly.

    Please note: Do not select "Grad Student Council" or anything similar--this will prevent your SAR from processing.

3. **For Password:** type "gscsarsubmit1415"

4. **Click "Create a new SAR," and "Travel"**
    a. **For Title**: Travel Grant - Applicant Last Name, First Name (For example, "Travel Grant - Doe, John")
    b. **For Contact Name**: your name
    c. **For Contact Email**: your UFL email address (this is the email address that SG Finance will use to send you updates about the status of your SAR)
    d. **For Contact Phone**: your daytime phone number
    e. **For Budgeted Travel Number**: select "1 - Travel Grants" or "1 -" from the drop-down menu

5. **For Vendor:**
    a. If you have previously created a vendor profile with SG AFTER July 1, 2012, you may use this profile if all of your information is still correct.
    b. Most people will need to select 'Add new vendor.'
        i. **Your name:** your name (make sure this is the same name associated with your bank account)
        ii. **Address:** Permanent or local, only used in case you receive a paper check, BUT IT MUST BE FILLED IN
        iii. **Phone:** Use a phone number where you can actually be reached - cell numbers are best
        iv. **Email:** Make sure it is one that you check regularly
        v. **Fed Number:** Leave this blank
        vi. **UFID:** You must complete this field

6. **For Pay Up To:** ignore this field. If you do not see this field, don't worry. The amount will be filled in by SG and GSC, and appears as $0 on the review page at the end.

7. **For Number of Travelers**: 1 (It does not matter how many from your lab/dept/college are going, it is always 1)

8. **For Date of Departure and Date of Return**: the first and last dates of travel (mm/dd/yyyy)

9. **For Outside the USA:** check the designated box if your conference is international. *It is no longer mandatory to complete the international travel forms* BUT it is strongly recommended that you contact the International Center to register your trip. Please refer to http://www.ufic.ufl.edu/TravelRegistration.html If you are creating a request for a group of people traveling outside of the continental United States; contact SG Finance at 273-4406.

10. **For Purpose of Trip type**: Explain the purpose of your travel, For example: "To present research/ scholarly work at a _____ conference." YOU MUST INCLUDE   THE NAME OF THE CONFERENCE YOU WILL BE ATTENDING. Do not abbreviate conference names - you must write the entire name.

11. **For Destination type:** your conference location as it appears on your GSC Travel Grant Application.

12. **For Benefit to UF:** type the following VERBATIM based on your application type (a) research OR (b) professional development (not both):
    a. **For research presentation,** type "Upon returning, I plan to share this research/scholarly work with the UF community by posting the research abstract and conference notes on the GSC Website for the UF student body as a whole to review."
    b. **For professional development,** type "Upon returning, I intend to write a brief synopsis of the research, professional techniques, training, or instructions I received during the course of the conference related to the field or industry of my studies and post them on the GSC Interdisciplinary Website to share with the University of Florida student body as a whole."

    NOTE: As a service to travelers, GSC will automatically post this information for you, using the essays provided in your application.

13. **Under Transportation Items**, consider all expenses related to transportation (e.g., airfare, train/bus fare, rental car, gasoline), and report them using US dollars. Even if you do not expect reimbursement for any transportation items, you must still complete this step. (The SAR program will not allow you to leave this section blank, although it is acceptable to write "0" for Miles).

    a. **For Line Item:** 10-Travel
    (Do NOT select 13-Outside Revenue --- THIS WILL RESULT IN THE PERMANENT DENIAL OF YOUR APPLICATION)
    b. **For Type,** select one of the choices (Airline, Cab Fare, Fuel)

    c. **For Miles,** type the estimated number of miles that you expect to travel using the selected mode of transportation. Use maps.google.com to determine the number of miles.

    d. **For Amount,** type the estimated cost that you expect to pay using the selected mode of transportation in U.S. dollars.

        i. FOR FUEL, YOU MUST USE THE SG RATE OF $0.39/mile, NOT THE GSA STANDARD OF $0.51/mile.

        ii. ESTIMATED FUEL COSTS ARE FOR PROCESSING ONLY- REIMBURSEMENT IS BASED ON ACTUAL COSTS OF FUEL AND TRAVEL AS SHOWN BY RECEIPTS. SG FINANCE WILL NOT REIMBURSE MILEAGE, ONLY RECEIPTS.

    e. **For Description**, describe this transportation item (for example, gasoline for a 400 mile trip in a personal car is calculated as 400 miles x $0.39/mile).

    f. If you have more than one transportation item, click "Add Item" and follow the above instructions.

14. Under **"Other Expenses,"** consider all expenses not related to transportation (e.g., conference registration, lodging). Even if you do not expect reimbursement for any other expenses, you must still complete this step. (The SAR program will not allow you to leave this section blank, although it is acceptable to write "0" for Amount). REMEMBER: DO NOT include a per diem or anything related to food on the SAR. Doing so will result in denial of your SAR.

    a. **For Line Item,** type "10"

    b. **For Item**, select one of the choices (Hotel/Accomodations, Registration, Other)

    c. **For Amount,** type the estimated cost that you expect to pay for this item

    d. For Description, describe this item (for example, hotel for two nights at $129 per night should cost $258 plus tax)

    e. If you have more than one other item, click "Add Item" and follow the above instructions.

    Review the expenses entered and make sure they accurately reflect the likely MAXIMUM cost you may incur for each expense (in US dollars). You may submit receipts for lower amounts, for example, if you receive a discount on the hotel rate, but we CANNOT increase expenses after submission.

15. Review your SAR. In particular, verify that you have selected "Travel" and "Line 10 for all items, and not Line 13, Project Number 99 or Goods and Services.

16. When you are finished reviewing your application, please click 'Submit'

17. Write down your 9 digit SAR ID, which can be found at the top of the SAR Overview PDF. You will need this number when submitting receipts.

18. You may now exit the site.