Welcome to the University of Tennessee

- Front Office staff is here to help you!
- Monday-Friday, 8am - 5pm
- Maria Fawver - Travel
- Jessica Brannon - Location Assistance
- Chrisanne Romeo - Academic
- Showni Medlin-Crump - HR/Payroll/Visas
Campus Maps
Responsibilities
Communication - email
Mutual Respect
Positive attitude
Policy (Read it! Learn it!)
Your reimbursement depends on it!
http://treasurer.tennessee.edu/travel/policy-and-forms.htm
Department of Physics & Astronomy

Advancement of Science and 11 fellows of the American Physical Society, among other departmental honors.

News
- Wei Tang Awarded NPC Fellowship
- Bane wins JSA Fellowship, S-cope to Speak at Army Symposium
- SPS Scholarships for Physics Undergrads
- Soren Sorensen Named Chancellor’s Professor
- The Higgs Particle and Top Quarks Connect
- Hidden Magnetism Appears under Hidden Symmetry
- Quantum Leap
- Just a “Neighborhood, World-Class Accelerator Facility”
- Calculating the Heavy from the Light
- Spring Honors for Physics
- Graduate Senate Awards for Three Physics Students
- Digging Deep into Nature’s Mysteries
- Hunting for Neutrinos: When the Ordinary Is Unexpected
- Media Mentions & Honors
- A New Way to Look at MITs

Calendar
- August 7-8: Qualifying Exam
- August 10: Fall and 2nd Summer Sessions End
- August 22: Fall 2018 Classes Begin

Quick Clicks
- 2017-2018 Committees
- 2017-2018 Areas of Responsibility
- Fall 2018 Colloquium
- Summer 2018 Undergraduate Fellowship Program
- Summer 2018 Teaching Schedule
- Fall 2018 Teaching Schedule
- Spring 2019 Teaching Schedule
- Condensed Matter Seminars
- Travel Information for Faculty and Students
- Physics Tutorial Center
- Physics Qualifying Exam (August 7-8, 2018)
- Astronomy Viewing Schedule

UT Libraries
UT Office of Research and Engagement
MyUTK
University Calendars
THE UNIVERSITY OF TENNESSEE
TRAVEL REQUEST WORKSHEET

This travel request must be completed and approved prior to travel.

Traveler's Name: __________________________________________ Personnel Number: __________

I hereby request authority for travel on official business for the University of Tennessee to the destinations, on the dates, and for the purposes indicated below:

PLEASE ATTACH CONFERENCE INFORMATION INCLUDING: REGISTRATION DETAILS, CONFERENCE HOTELS & AGENDA.

DESTINATIONS:

<table>
<thead>
<tr>
<th>Beginning</th>
<th>Ending</th>
<th>Destination City/State</th>
<th>Reason for Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Time</td>
<td>Date</td>
<td>Time</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

How will you get there? (check one) Plane _____ UT Vehicle _____ Personal Vehicle ____

If you are flying, do you want to arrange a direct bill for the flight? ________

Foreign Travel (Restricted Accounts): Specific authorization has been obtained from the sponsor for this travel:

☐ Yes ☐ No

Estimated Total Costs: $________

Accompanied by: (Include in IRIS Comments Section) __________________________________________

OTHER COMMENTS:

________________________________________

COST OBJECTS TO BE CHARGED:

<table>
<thead>
<tr>
<th>% Distribution</th>
<th>Cost Center/WBS Element</th>
<th>Internal Order</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Date: __________

Traveler's Signature: ____________________________

Department Head/ P. I.: ____________________________

VP, Chancellor (for Foreign Travel): ____________________________

NOTE: Department Head, VP and Chancellor’s approval are not needed if using for worksheet only.

This form will be used to complete information in the IRIS Travel System and create a Travel Request.

Form T-18
Rev. 8/2005
Procedure

1) Professor must sign T-18
2) Cost account #
3) Agenda of conference/workshop
4) Details of what registration fee covers
5) Direct Bill airfare: 3 weeks notice; BIG ADVANTAGES; **DO NOT USE HOTWIRE, EXPEDIA, etc.**

- Price with a 3-week advance
  - PRICE PER PASSENGER: $1,258.00 (USD)
  - TAXES, FEES AND CHARGES: $148.40 (USD)
  - TOTAL PER PASSENGER: $1,404.40 (USD)
  - TOTAL FOR ALL PASSENGERS (1): $1,404.40 (USD)

- Price with a 1-week advance
  - PRICE PER PASSENGER: $2,346.00 (USD)
  - TAXES, FEES AND CHARGES: $148.40 (USD)
  - TOTAL PER PASSENGER: $2,494.40 (USD)
  - TOTAL FOR ALL PASSENGERS (1): $2,494.40 (USD) **(This amount will appear in full on your statement)**

6) International Travel: REGISTER WITH CIE
From the “A-Z” index:

- Center for Health Education and Wellness
- Center for Health Science Research
- Center for Industrial Services
- Center for Information and Communication Studies
- Center for Information Technology Research
- Center for International Education
- Center for International Networking Initiatives
- Center for Leadership and Service
- Center for Literacy, Education, and Employment
- Center for Materials Processing
TRAVEL
(FISCAL POLICY NO.: FI 0705/TRAVEL)
CONTINUED.....

International Travel

Important Information about Zika Virus

If you are planning travel to Central or South America, please take a moment to visit the CDC website to learn about the Zika Virus: https://www.cdc.gov/zika/

A webcast presentation on the international travel registration is now available. Please click here for the webcast. You will need to use your UT netid and password to login to view the presentation.

Please note: our software system was updated this morning (3/19/2015). Items may not look exactly the same as they did the last time you created an International Travel Registration. If you have questions, please contact Lisa Borda, lisa.borda@utexas.edu. We are updating any relevant instructions as quickly as we can.

Frequently asked questions can be found here.

For optimal performance of the International Travel Registration process we strongly recommend the use of the Firefox Internet browser. You will receive error messages when creating new registrations through Internet Explorer (IE).

INTERNATIONAL TRAVEL REGISTRATION

- Faculty/Staff Registration (Create new registration) One for each international trip
- Faculty/Staff Registration (Login to saved registrations)
- Student Registration (Create new registration) One for each international trip
- Student Registration (Login to saved registrations)

- TRAVEL POLICY (FACULTY, STAFF, AND STUDENTS)
**TRAVEL**
*(FISCAL POLICY NO.: FI 0705/TRAVEL)*

**CONTINUED....**

**Student International Travel Registration**

<table>
<thead>
<tr>
<th>Program Terms:</th>
<th>Fall, Full Summer, Spring</th>
</tr>
</thead>
</table>

**Dates / Deadlines:**

<table>
<thead>
<tr>
<th>Term</th>
<th>Year</th>
<th>Decision Date</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>2018</td>
<td>Rolling Admission</td>
<td>08/22/2018</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>Full Summer</td>
<td>2018</td>
<td>Rolling Admission</td>
<td>08/07/2018</td>
<td>08/21/2018</td>
</tr>
<tr>
<td>Full Summer</td>
<td>2019</td>
<td>Rolling Admission</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Spring</td>
<td>2019</td>
<td>Rolling Admission</td>
<td>01/01/2019</td>
<td>05/15/2019</td>
</tr>
</tbody>
</table>

**Program Description:**

**NOTE: DO NOT COMPLETE THIS APPLICATION IF YOU ARE PARTICIPATING ON A UT KNOXVILLE OR CIE APPROVED STUDY ABROAD PROGRAM**

All undergraduate and graduate students traveling abroad on University of Tennessee, Knoxville funds (including research, independent study, travel to conferences and seminars, athletic events, and other university-related business) are required to register with and be approved by the Center for International Education prior to departure. Please click the “**apply now**” button to begin the registration process. We will ask you to provide information about your travel plans and contact information in the destination country(ies). This information will include hotel and/or personal addresses, telephone numbers, email address and emergency contact information. Such information is necessary if emergencies arise either in the US or in the country(ies) of residence.
This site says...

You are about to create an application. Are you sure you wish to do this?

- OK
- Cancel
To login, please enter your username and password in the form provided below.

Please log in:

<table>
<thead>
<tr>
<th>Username:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td></td>
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</tbody>
</table>

Login

Forgot your password?

UTK Applicants, use UTK Secure Login.

New non-UTK Applicants, click on Programs, find a program and click on “Apply Now” before requesting a login.
How do I get reimbursed?

(aka: SHOW ME THE MONEY!!!)
THE UNIVERSITY OF TENNESSEE
TRAVEL EXPENSE WORKSHEET

Traveler’s Name: ____________________________  Trip Type: __________________________________________________
Personnel Number: ____________________________  University Rates __________
Total Reimbursement Amount: ____________________
Federal Rates __________
State Rates __________

<table>
<thead>
<tr>
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</table>

COST OBJECTS TO BE CHARGED:

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<tr>
<th>% Distribution</th>
<th>Cost Center/WBS Element</th>
<th>Internal Order</th>
<th>Advance Requested</th>
</tr>
</thead>
</table>

COMMENTS:

MILEAGE:

<table>
<thead>
<tr>
<th>Date</th>
<th>Miles</th>
<th>Vehicle Type</th>
<th>Starting Location</th>
<th>Ending Location</th>
</tr>
</thead>
</table>

* Vehicle Type: private car, UT car, courtesy car, private aircraft

☐ Claim per diem reimbursement except for meals marked below:

MEALS: Indicate which meals, if any, were provided by another source at no cost to the traveler.

<table>
<thead>
<tr>
<th>Date</th>
<th>Deductions From Meal Per Diem</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
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</tr>
</thead>
</table>

INDIVIDUAL EXPENSE RECEIPTS:

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
<th>Explanation/Comments</th>
</tr>
</thead>
</table>

CERTIFICATION

I certify that the above-stated expenses were incurred by me while traveling on business for the University of Tennessee, U.T. Extension and U.S. Department of Agriculture cooperating.

Date: ____________________________  Traveler’s Signature: ____________________________

This form will be used to complete information in the IRIS Travel System and create a Travel Expense Report. A supplemental Travel Expense Report must be filed if an adjustment is made to this request for reimbursement or additional expenses are incurred for this authorized trip. If an error is found, the necessary adjustment may be made to this request at the discretion of the central business office.

Form T-3
Rev. 5/23/06
Travel Tips

Check your UTK email!
Office Etiquette

Change of Address (now online)

Supplies

Study spaces

Canvas training
  (https://oit.utk.edu/teachingtools/online/)

Don’t use Main office number as your number
HEALTH INSURANCE VS. STUDENT HEALTH FEE

... (CONTINUED)

- Programs & Services Fee - Health
  - $101 Fall and Spring semesters
- 9+ credit hours/3-8 credit hours/less than 3 credit hours
- Benefits of paying the PSF-Health

  Example:
  
  | Hospital Bill: | $1000.00 |
  | Deductible*: | $500.00 (you pay this + 20% co-insurance) |
  | Balance: | $500.00 (insurance will pay 80% of this amount) |
  | Insurance Pays: | $400.00 (this is the amount insurance pays) |
  | Balance: | $100.00 (this is your 20% balance) |
  | Amount you owe: | $500.00 + $100.00 = $600.00 |

*deductible only applies once per academic/insurance year so on a subsequent hospital bill of $1000.00 in the same academic year, insurance will pay 80% (or $800.00) of total amount leaving you with a total balance due of $200.00

- It is NOT retroactive
Prescriptions:
3 tier ($20/$50/$80)
Walgreen’s at Student Health Center
www.uhcsr.com for complete list of drugs in each tier

Waivers
- For Domestic students with another policy
- For Domestic students on parents’ policy
- For International students with another policy of on parents’ policy
Effective Aug. 1: it will take 2-3 weeks for United HealthCare Student Resources to update their website, but coverage is effective August 1; returning Grads, you should be in the system by Aug. 5

As soon as you have verified you are in the system, go to www.studenthealthprograms.com to create an account and print your id card

Policy details, additional coverage, adding dependents: all that information is on that website
*** One last really important piece of information...when you graduate and are terminated as a GTA/GRA, your insurance will expire at the end of the month in which you were terminated ***

Have you checked your UTK email lately?
Graduate Information

- Qualifying Exam: usually taken in August before 2nd year; 2 attempts ONLY - what do you do if you fail both times? Not the end of the world (there are options)
- Doctoral Committee: formed as soon as possible after passing Quals, at least within 12 months

When was the last time you checked your UTK email?
Just a few notes.....

- Communicate
- Center for Health and Wellness
- Be PROACTIVE, not REACTIVE
- Make progress
- When in doubt...ask...

VOLS help VOLS!