

# Travel Funding Instructions

*Department Travel Funding: \$100  
(will be deposited into student financial aid account)*

## **Prior to Conference**

### ***Apply for Funding (from department, GSC, & GNAS, if funds are available)***

- Send an email to your mentor requesting department funds, if available, and designating what they will be used for. You will also need to include what other funding you have been approved for (GSC, GNAS, GNAS, etc.). Your mentor will forward your request with their approval. (Up to \$200 available)
- Apply for GSC funding (Up to \$350 available, if presenting)
- Apply for GNAS funding (\$100)

***Printing posters:*** You may use the department funds (your \$100) for printing your poster prior to leaving for the conference. When you are ready to print your poster, Amanda Cunningham will give you a department speed type number that will cover the cost of your printing. The cost of your poster will be deducted from your \$200 department funds. You will not be retroactively reimbursed for poster printing after the conference.

***Flying versus Driving:*** Travel costs are reimbursable. If you plan on driving to a conference out-of-state, you must include a flight price comparison into your final documents for funding approval. The flight price comparison is a printout of flight costs for the days of travel and it must be printed prior to the conference. The department uses this cost to determine how much of the mileage you can be reimbursed for post-conference. This step must be completed prior to conference travel. The driver of the vehicle is the only person that can claim mileage for reimbursement.

***Registration:*** You can request reimbursement for conference registration.

## **While at the Conference**

***Food while attending conferences:*** Food costs can be reimbursed up to a certain amount per meal/per day. This is a section of the TEV and can be completed post conference. You do NOT need individual receipts to be reimbursed for food.

***Hotel:*** If you share a hotel room with other students in the program, each person must have their own individual receipt that lists their name and the amount paid towards the room with their credit card. If you are not listed as an occupant, and you do not have a receipt with your name/credit card, you will not be reimbursed; you need both for reimbursement.

*\*\*All receipts towards conference costs must have your name, an itemized list of costs (i.e. parking/hotel/registration) and the method of payment listed (i.e. credit card's last 4 digits)\*\**

## **After the conference**

- You must meet with Amanda as soon as possible following the reimbursable travel so that she can fill out the online reimbursement request form. Bring your receipts with you. If you fail to submit your receipts to Amanda within 60 days from returning from the conference, taxes will be taken out of the reimbursement. If you receive funds from GSC, they will be in the form of a scholarship. If you owe any financial aid, it will be taken out of the reimbursement.