

# Student Conference Travel

Everything you need to know for reimbursement



# Travel Awards

- TSGP offers a \$500 annual travel award. Please apply for it at least one month in advance using the “Pre-Travel Conference Form.v2”.
- <https://forms.gle/zUexQD8Jp331aUTk8>
- OGPS offers a \$650 yearly travel award. Information and application can be found [here](#).
- There are also other internal and external travel awards you can receive.
  - Please provide Ruth with copies of all your internal travel awards.
  - External awards - You must submit your expenses to the organization that gives you the award.

# Air Travel

- Must fly economy
- Extras are not reimbursed (i.e., more than 1 checked bag, extra legroom, etc.)
- [Fly America Act](#) - must fly with US carrier or under [Open Skies Agreement](#)
- Travel is to take place the day before and the day after conference
- If personal travel is involved, you must have comparable flight information:
  - Provide a screenshot/pdf of the details and cost of the flight as if you were flying home on the last day of the conference. The screenshots need to be taken when you are booking your airfare.
  - If the last day of the conference is equal to or greater than your selected date of travel, you will be fully reimbursed.
  - If your selected date of travel is greater than the last day of the conference flight, you will only be reimbursed for the amount up to the last day of the conference flight.
    - You are responsible for the difference.
  - Without comparable flight information, the airfare may not be reimbursed and cannot be charged to a grant. It may be charged to internal funds or may not be reimbursed.
- Airfare confirmation showing that the fare was paid is required.
- Airfare can be reimbursed as soon as it is booked.

# Abstract and Conference Fees

- You must submit your abstract and acceptance letter with your expenses.
- You can either pay and get reimbursed or contact me to pay with pcard.

# Meals

- Either:
  - Save receipts and submit for reimbursement
    - Annual Spending Guidelines:
      - \$20 maximum breakfast allowance
      - \$25 maximum lunch allowance
      - \$50 maximum dinner allowance
  - The other option is to choose per diem meals (recommended option).
    - No need for receipts and reimbursed based on location of the conference.
    - Reimbursement rates by location can be found at [GSA Rates](#)

# Lodging

- Lodging receipts must provide an itemized list of charges for reimbursement. It must also show payment.
  - The booking confirmation is not sufficient.
- If not staying in a conference recommended hotel, you must stay within the university [annual spending guidelines](#).
  - Hotels recommended by the conference can exceed university spending guidelines.

# Documents to send to Ruth to complete a reimbursement

- Please complete the “Post-Travel Reimbursement form.v2” which requires the following:
- <https://forms.gle/NRRLhRJ8wLfyxKDAA>
  - Title of Conference and/or link to conference website
  - Funding Sources with Worktags
  - Your abstract submission
  - Explanation for the purpose of the trip/event. Include how your poster/presentation is related to the grant funding the trip. A sentence or two about how the topics covered at the conference and how they relate to your work/research funded by the grant is also helpful (this is required if not presenting). These details are important as approvers review your expenses - they need to understand why you went to the conference and why it should be paid through grant funds.
  - Conference program
  - A copy of your poster or a picture of you with your poster
  - An excel spreadsheet totaling all your expenses
  - A copy of all your receipts in one chronological document
  - An itemized hotel receipt
  - Airfare receipt and comparable airfare information if applicable.
  - How would you like to expense meals? With receipt or per diem?

# References

- **IMPORTANT!**
  - Familiarize yourself with the [Graduate Student Reimbursement Policy](#)
    - This will help to make the reimbursement process go smoothly.
- [Brown Travel Policies](#) (scroll towards the bottom of the menu)
- [Expense Reimbursement Policy](#)