

Graduate Student Travel

Travel Policy

1. Ph.D. students will be reimbursed travel expenses for a total of up to six approved professional meetings or workshops during their Ph.D. program. Travel should be conducted with the intention of furthering a student's program of study and enhancing his or her education. In rare cases, additional trip funding may be granted for students who have exceeded the six-trip funding allotment. All exceptions will need to be approved by the DOGE and the Graduate Student Programs and Policy Committee (GPPC) BEFORE travel is undertaken.
2. MS student travel reimbursement is rare. Applications for MS travel funding will be considered on a case-by-case basis.
3. Requests for funds must be submitted using the [Department of Economics Graduate Student Travel Form](#) BEFORE travel is undertaken. Post trip requests are subject to denial or to lower rates of reimbursement.
4. Students who attend an approved professional meeting, workshop, or other approved event will be reimbursed up to \$375.
5. Students presenting original research (may be co-authored) at an approved meeting, workshop, or other approved event will be reimbursed up to \$750. Poster presentations do not qualify for this additional funding.
6. Students applying for a Professional Advancement Grant (PAG) should follow the instructions on the Graduate and Professional Student Senate (GPSS) website. Link to the PAG application: <https://www.gpss.iastate.edu/pag>.
7. All trip receipts, including proof of conference or meeting registration, must be submitted to finance_delivery@iastate.edu when you return from your trip to receive reimbursement up to the preapproved amount. This includes funding from all sources – Economics, CARD, Professional Advancement Grants (PAG).
8. For international travel, it is strongly recommended that students enroll in International Health Insurance and Emergency Service (<https://www.riskmanagement.iastate.edu/insurance/international>). This is provided by the university at no cost to the student.
9. If you have questions, contact Amy Emmett, 294-2702, abainum@iastate.edu or finance_delivery@iastate.edu BEFORE you travel.

Travel Guidelines

To simplify and expedite the travel reimbursement process, following are some guidelines to help you with travel planning. **Paying expenses on behalf of another traveler is strongly discouraged.** It is preferable to have each student pay for and claim their expenses separately. If you do submit shared expenses, no one will be reimbursed until receipts from all students involved have been received and payment to each other has been proven by way of a copy of your credit card statement, cancelled check or bank transfer. If lodging/airfare is purchased through Hotwire, Priceline, or a similar vendor, you will need to prove payment from one student to another. **The Economics Department has the right to refuse payment to any student submitting suspicious documentation or students who are uncooperative regarding the implementation of these rules.**

1. **Lodging:** If you share a hotel room with another student(s), have the charges split at the hotel desk and submit your individual itemized receipts. If you do not, ISU Accounting will require proof of payment to the hotel or to the other student(s) as described above.
2. **Car Rental:** As with lodging, if you share the cost of car rental, ISU Accounting will require proof of payment to the other student(s) or to the rental car company by way of a copy of your credit card statement, cancelled check or bank transfer. Gas for rental cars can be reimbursed only if receipts are submitted (this is department policy.) ISU has contracts with Enterprise and National which include coverage for CDW/LDW insurance. If you use other agencies, you should purchase the

CDW/LDW coverage. Not all insurance is reimbursable. Rent the vehicle “to Iowa State University, by ... (your name).” See the [Procurement Services](#) and [Risk Management](#) websites for additional information.

3. **Mileage:** If you choose to drive your personal vehicle, a per mile reimbursement can be requested by the vehicle owner. You cannot claim mileage and car rental/gas for the same portion of the trip. If the mileage claimed is greater than 400 miles one way, a fly versus drive comparison must be completed prior to the trip.
4. **Meals:** Department policy requires that graduate students submit individual **itemized** meal receipts which show what was purchased. Receipts which only list the total dollar amount without details will not be reimbursed. If meals are part of the registration fee, you will not be reimbursed if you choose to eat that meal somewhere else. The university’s maximum domestic meal reimbursement is \$40 per day.
5. **Airfare:** If you elect to travel from an airport other than Des Moines, you must print and retain a price comparison from Des Moines dated the day of purchase. You must be able to verify that there was a cost savings when including any additional lodging, meals, and mileage to/from the alternate airport.
6. **Combining Business and Personal Travel:** When vacation or personal travel requires an air ticket that does not have a direct route to your business destination, you must obtain a comparison on the date you purchase your ticket. The comparison must be submitted with your reimbursement request. Reimbursement is capped at the lower of the two quotes.
7. Link to allowable expenses table at Controller's website:
<http://www.controller.iastate.edu/travelinformation/allowableexpenses.htm>