**Graduate Student Travel Policy**

**2018-2019**

1. PhD students will be reimbursed travel expenses for a total of up to six approved professional meetings or workshops during their PhD 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 attached 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: <http://www.gpss.iastate.edu/professional-advancement-grants>
7. All trip receipts, including proof of conference or meeting registration, must be submitted to Donna Otto (266 Heady) 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. This link to the university’s summary of allowable expenses is provided for your convenience: <http://www.controller.iastate.edu/travelinformation/allowableexpenses.htm>
9. If you have questions, contact Amy Emmett, 294-2702, abainum@iastate.edu, Donna Otto, 294-6740, dotto@iastate.edu, or Ellen Anderson, 294-6133, ellena@iastate.edu

**Graduate Student Travel Guidelines**

**2018-2019**

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 individual 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.

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](http://www.purchasing.iastate.edu/contracts/) and [Risk Management](http://www.riskmanagement.iastate.edu/insurance/vehicle/) 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.

The department has the right to refuse payment to any student submitting suspicious documentation or students who are uncooperative regarding the implementation of these rules.

Link to allowable expenses table at Controller's website:  <http://www.controller.iastate.edu/travelinformation/allowableexpenses.htm>

If you have questions, please ask one of us before you travel: Donna Otto, 4-6740, Ellen Anderson, 4-6133.

**Graduate Student Travel Form**

**2018-2019**

Please complete this form, obtain the required signatures and submit the form to Donna Otto in 266 Heady Hall. This form must be submitted prior to travel in order to be eligible to receive travel funding through the department. Please reference the Graduate Student Travel Policy attached to this form.

**Name:** Click or tap here to enter text. **Date Submitted:** Click or tap to enter a date.

**ISU ID#:** Click or tap here to enter text. **Email:** Click or tap here to enter text.

**Travel funding is available for students through the 6th year in the Ph.D. program (up to six trips)**

**Year in program:** [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6

**Trip number:** [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6

**The purpose of this travel is to:**

 [ ] Attend a workshop (Department funding, $375)

 [ ] Attend a conference, not presenting (Department funding, $375)

 [ ] Make a formal presentation of a paper (Attach proof of paper acceptance, Department funding, $750)

 [ ] Other (please describe) Click or tap here to enter text.

**Conference/Workshop Information:**

**Name:** Click or tap here to enter text. **Location:** Click or tap here to enter text.

**Start date:** Click or tap to enter a date. **End date:** Click or tap to enter a date.

**Justification of travel:**

[ ] Network with peers and faculty from other institutions

[ ] Present research results

 [ ] Enhance learning and knowledge in field of study

 [ ] Other (please elaborate): Click or tap here to enter text.

**Additional funding:**

Did you apply for a Professional Advancement Grant (PAG) from the Graduate and Professional Student Senate (GPSS)? [ ] Yes [ ] No

Will you have any other additional funding? If so, indicate the source and amount (e.g., major professor, CARD, AAEA travel grant, etc.)

Source: Click or tap here to enter text. Amount: Click or tap here to enter text.

Source: Click or tap here to enter text. Amount: Click or tap here to enter text.

Source: Click or tap here to enter text. Amount: Click or tap here to enter text.

Approved by:

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Major Professor Date Amy Emmett, Graduate Program Coordinator