

## TRAVEL GRANT REIMBURSEMENT RULES

A maximum of \$300 may be reimbursed per student. The travel grant may be used to cover:

- Airfare (please provide a copy of your itinerary and an original receipt for the total charges)
- Ground transportation (train, bus fare)
- Conference registration and abstract submission fees
- Mileage
- Lodging/hotel costs (itemized bill showing amount of room rate, taxes, and any surcharges required)
- Some miscellaneous travel-related expenses (such as baggage fees)

A travel grant cannot be used to cover:

- Gas (gas costs are computed into the mileage reimbursement rate)
- Prepaid packaged trips (airfare & hotel packaged deals)
- Meals/food purchases
- Any other expenses not previously approved for reimbursement

**Original, itemized receipts are required for all reimbursements.** These receipts must include:

- Date of purchase
- Traveler's name
- Description of what was purchased
- Total cost of purchase
- Method of payment

Other rules governing travel grant reimbursements:

- You must provide a registration badge or some other proof of conference attendance in addition to reimbursement receipts.
- Even if your pre-approval form has been approved, your reimbursement will not be processed until after you travel and you will only be reimbursed for those items for which you have the appropriate receipts.
- If you are sharing costs with another traveler, you must obtain a separate bill for your expenses or you will not be reimbursed. Many hotels can be contacted in advance and advised to create separate bills for each occupant of a shared room.
  - Third- party reimbursements are not permitted-you must pay for your own expenses.