

## **DEPARTMENTAL GUIDELINES FOR REIMBURSABLE EXPENSES**

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The following expenses are calculated to estimate the cost for each trip, but cannot exceed pre-specified cap amounts listed on the Sociology website. Once you receive notice of your award amount, you may apply the funds to any combination of the approved reimbursable expenses listed here. For example, if the Travel Committee incorporates air travel into the cost estimate but you choose to drive to the conference, you may submit mileage as a reimbursable expense and apply the remaining funds towards a 3-night hotel stay (provided the conference is at least 3 days in length). You can apply the total funds to any approved expense within the range of one day before the conference begins to one day after the conference ends. For more information on the University guidelines, visit their website: [HTTP://WWW.TRAVEL.PSU.EDU/](http://www.travel.psu.edu/).

### **Registration**

The cost of early registration, based on the price advertised on the conference website, is included.

### **Lodging**

The Travel Committee estimates the cost of lodging up to two nights and three days for travel (although in rare circumstances longer stays may be awarded on a case by case basis), based on double occupancy at the conference hotel. If there is no conference hotel, CONUS (<http://abs.psu.edu/TravelRates/CONUS/>) is used to estimate the cost of lodging. In either case, a hotel tax of 14% is included in the cost of lodging. Remember to keep your original hotel receipts! This means not using the automated check-out services, but rather receiving a paper version of your receipt that shows a zero balance.

### **Sharing Hotel Rooms**

The department requires that any persons sharing a hotel room submit their receipts for lodging in the following manner:

If you are sharing a hotel room with other Sociology students there are two different ways you can be reimbursed. The first, and easiest, way is to have the hotel split the bill after your stay so each guest has their own individual receipt, which can be submitted with your other reimbursement materials. The second, more complicated approach is to have one person pay for the hotel in advance (usually because you are using a service like Expedia or Hotwire). If one person pays for a room in which many people are staying, then that person will be reimbursed for the full amount by the Travel Committee. Do NOT pay the person who paid in advance with your own money. You will NOT be reimbursed if you pay your portion of the bill out-of-pocket. Rather, when you return, have the group that shared the hotel room submit their reimbursements at the same time indicating 1) who paid the bill and 2) how much of each person's budget will be reallocated to cover the hotel. The department will deduct your portion of the bill from your award amount and add it to the allotment of the person who paid in advance. If you take the second approach, be sure to submit your receipts at the *same time*, because no one can be reimbursed until all of the people who shared the room have submitted their paperwork. Lastly, whether you are staying in a room with friends or on your own, do not utilize the automatic check out at the hotel because your receipt needs to show a zero balance.

### **Airfare, Car, Bus, Etc.**

If the conference location is within 6 hours of State College, the Travel Committee will reimburse for mileage according to the current University mileage guidelines (double occupancy is assumed). The mileage is determined by the distance from University Park to the conference site (with this option, remember to submit in a copy of MapQuest directions from your home to the conference hotel with your reimbursement). The University will only reimburse for rental cars obtained from "National Car Rental," and requires original receipts for both the rental car and fuel. (At times, National Car Rental provides car rental coupons so keep your eye out for them.) All PSU travelers are eligible for a free enrollment in the 'Emerald Club' and a 10% discount on car rentals. For the PSU corporate discount code and other travel details go to: [HTTP://WWW.TRAVEL.PSU.EDU/TRAVEL/](http://www.travel.psu.edu/travel/).

If the conference is more than 6 hours away, a travel website ([www.kayak.com](http://www.kayak.com)) is used to estimate the cheapest airfare leaving from University Park Airport in State College. Generally, red eye flights are not considered. For most student travel to/from conferences, you must purchase your airfare individually or book your travel through Centre for Travel (for this option, please contact Jan Hurvitz at [jhurvitz1@aol.com](mailto:jhurvitz1@aol.com)). If you intend to begin or end your travel at an airport other than University Park Airport (e.g., you plan to depart for your conference from Pittsburgh International Airport), you will not be reimbursed for more than the cost of traveling to/from University Park Airport. If booking your flight through Centre for Travel, please indicate your alternate itinerary and Jan Hurvitz will perform a cost comparison. If

booking your flight independently through a legitimate booking source (e.g., Travelocity or Expedia), please do the following:

- 1) Go to [www.kayak.com](http://www.kayak.com) on the day you intend to book your travel and search for your exact flight itinerary, substituting University Park Airport for the airport you intend to leave/arrive from (e.g., Pittsburgh International).
- 2) Print out the first page of flight estimates provided by Kayak. You will need to submit this page to Kim Smith with your receipts/priced itinerary for your flight reimbursement, to ensure that you are not reimbursed for an amount greater than the cost of a flight itinerary based out of University Park Airport.

Please note that that airfare is no longer direct billed by way of a direct bill travel form (or "DBAF"). You will need to pay for your own airfare and then submit your priced itinerary for reimbursement. The LA Financial Office will allow reimbursement of airfare (only) charges prior to travel. You can submit your priced itinerary for reimbursement prior to travel and then submit another ERS travel document after the trip has been completed to reimburse for the remaining travel expenses. Alternately, you may submit your airfare priced itinerary with the rest of your receipts to be reimbursed after you travel. Remember to keep your original airline tickets if purchasing the airfare on your own. These are required in order to receive your reimbursement.

### **Parking**

For conferences within driving distance, the cost of parking is reimbursable (up to 3 days). Remember to keep your receipts for parking.

### **Taxis, Transfers to/from the hotel**

For trips requiring air travel, the cost of transportation to and from the hotel is included (taxi or hotel shuttle). Remember to keep your receipts for transportation.

### **Meals**

The Travel Committee provides funding for meals for the length of the trip (up to 3 days) at the per diem rate quoted by CONUS ([www.abs.psu.edu/travelrates/](http://www.abs.psu.edu/travelrates/)).

### **Poster Production**

Funding up to \$90 for poster production will also be included for those presenting a poster (when Penn State or PRI doesn't offer funding for poster production).

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### **Original Receipts Are Required for:**

- Airfare or other long distance travel (e.g., bus or train)
- Rental car
- Fuel for rental car
- Parking
- Taxi, hotel shuttle, limo
- Lodging
- Group meals
- Seminar/Conference registration

### **Receipts Are Not Required for:**

- Local metro, subway, city bus, tolls
- Mileage (if using personal vehicle, although a MapQuest printout of mileage must be included)
- Meal per diem
- Miscellaneous (maximum \$5 per day and must list)