

GRADUATE STUDENT TRAVEL GRANT APPLICATION (UPDATED NOV 2015)
SOCIOLOGY AND CRIME, LAW & JUSTICE PROGRAM, PENN STATE UNIVERSITY

- Immediately upon notification of acceptance to your conference/workshop, complete the information below to apply for travel funding
 - **Please note that all applications must be received at least 3 weeks before the start of the conference.**
- Complete and submit pages 1-2 of this Travel Grant Application to the Travel Committee Chairperson (soctravelcommittee@gmail.com).
- In addition to the application form, please include a copy of your written acceptance for participation in the conference/workshop. This can be in the form of an acceptance email from the conference chair or section organizer, a copy of the conference schedule, include your presentation or panel, or some other legitimate form of verification. Also include any information you feel would be helpful to the travel committee in making their decision.
- **Please allow up to 15 business days for the travel committee to respond to your application.**
- After the travel committee notifies you of your travel award you may register for the conference and make your travel reservations. (Note: You must receive approval of your grant request *before* you make your travel arrangements. Arrangements made without prior approval or that do not follow the correct procedure are *not* reimbursable by the department.)
- While travelling, keep receipts for all reimbursable expenses (see a list of what expenses require a receipt at the end of this document).
- Upon returning to PSU, make copies of all receipt/reimbursement documents for your records.
- **As soon as possible (within one week of your return is ideal), download the “Travel Reimbursement Instructions,” and submit your documents to the Liberal Arts Financial Assistant (box can be found in the mailroom) so that they can fill out your reimbursement information on ers.psu.edu. You will be notified by email when you submit your application and when the status of your reimbursement changes.**

Applicant Information

Name:

Email:

Phone:

PSU ID Number:

Year in Program:

Graduation Date:

Are you using this as your Job Market Conference? Yes No

Meeting Information

Name:

Location:

Dates of Meeting:

Dates Attending:

Presentation Type: Paper Poster Other

Presentation Title:

Authors (in order):

Other Funding

Have you secured other travel funding? __Yes __No

If yes, please indicate amount and source:

If no, do you plan to secure other travel funding? __Yes __No

If you secure additional travel funding, you must notify the Travel Committee Chairperson and your grant may be adjusted.

Previous Presentation

Note: If the paper to be presented at the conference/workshop is a revised version of a paper previously presented at a conference/workshop for which the applicant received funds from the Travel Committee, **funding caps are reduced by one half.**

Is the paper a revised version of a previously presented paper? __Yes __No

If yes, did you receive funds from the travel committee to present the earlier version? __Yes __No

If you answered yes to the previous two questions, briefly explain how the revised version differs from the earlier version of the paper:

Professional Development and Extenuating Circumstances

In a couple of sentences, explain why this conference is important for your professional development, and if there are any extenuating circumstances the travel committee should be aware of (e.g. high registration fee, presenting on first and last day of the conference, late notification of your acceptance, etc.):

DEPARTMENTAL GUIDELINES FOR REIMBURSABLE EXPENSES

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) 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). 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 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) 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 (<https://guru.psu.edu/policies/travelpolicyMEALS.html#A>)

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).

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)