Policies on conference travel by students: departmental support and reimbursement

MU Department of Geological Sciences

11/19/2015

• The Department will pay early registration fees for all student members of GSA or AGU attending meetings. This is most easily paid with the advisor's university purchasing card.

• Abstract fees are the responsibility of the advisor (grants or phone/travel can be used) and students are responsible for their own membership fees.

• Upon request, the department will provide an additional $350 per degree per student to defray travel expenses for students who are presenting a poster or talk. This applies to both undergraduate and graduate students. The request should be made in advance of the conference by email to the Department Chair and copied to the Director of Graduate Studies and the student’s advisor. The Chair will then reply by email to the student, copying the advisor, DGS, and the departmental staff who actually process and approve reimbursement (Tammy and Marsha). Graduate students are required to seek an additional source of support (e.g. GSA, GPC) but undergraduates are not (although it is encouraged). Once per degree means that e.g. A PhD student who already did an MS here could have another $350 to go to a second conference. Any costs in excess of $350 are the responsibility of the advisor (grants or phone/travel can be used) and / or student.

• Upon request to the Chair, the department will typically provide vans and gas at no cost to students provided a sufficient number of people are going and provided that there are at least two drivers per vehicle.

• Travel expenses are reimbursed after the conference, and all receipts should be saved to make the expense report process easier. Expenses for which the department will provide support up to the maximum of $350 include travel, accommodation, and actual receipted meal expenses (but not alcohol). Travelers should obtain and save itemized receipts, it will make the reimbursement process much easier. Questions about the reimbursement process can be directed to Tammy Bedford or Marsha Huckabey.

• If you are sharing a hotel room, make sure you get a receipt for the charge for each night and a list of who was staying in the room each night. Taxes and other charges are itemized separately from the base room rate.

• Before travel, students should discuss with their advisor what funds they will be reimbursed from, and up to what amount. Note that only employees (anyone currently on payroll, including graduate and undergraduate students) can claim per diem expenses when traveling. When filing a reimbursement, please provide a breakdown of the funds to be charged to Tammy.