

GRADUATE STUDENT TRAVEL GRANT APPLICATION (2009-2010)
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 two weeks before the start of the conference.**
- Complete and submit pages 1-2 of this Travel Grant Application to the Travel Committee Chairperson or place a hard copy in his/her box (211 Oswald Tower). 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, including your presentation or panel, or some other legitimate form of verification. Also include any other information you feel would be helpful to the travel committee in making their decision.
- 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 traveling, 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 receipts/reimbursement documents for your records.
- As soon as possible (within one week of your return is ideal), **download the "Travel Reimbursement Instructions" form** from the Sociology Graduate Travel webpage to use as a resource when submitting your reimbursement. Log onto www.ers.psu.edu and file your reimbursement. If you have any questions in this process, contact Melody Lane (mlane@psu.edu).

Applicant Information

Name: _____

Email: _____

Phone: _____ PSU ID Number: _____

Year in Program: _____ Graduation Date: _____

Student Status at Time of Travel:

- Pre-MA MA Completed Coursework Completed Passed Comprehensive Exams
 Defended Dissertation Proposal On Job Market

Meeting Information

Name: _____

Location: _____

Dates of Meeting: _____ Dates Attending: _____

Presentation Type:

- Paper Poster Other

Presentation Title: _____

Authors (in order): _____

Do you have access to other travel support?

- Yes No

If yes, please indicate amount and source: _____

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 (i.e. high registration fee, presenting on 1st 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/REIMBURSEMENT.SHTML](http://www.travel.psu.edu/reimbursement.shtml).

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/RENTALCARINFO.SHTML](http://www.travel.psu.edu/rentalcarinfo.shtml) .

If the conference is more than 6 hours away, a travel website (www.sidestep.com) is used to estimate the cheapest airfare leaving from the State College Airport. Generally, red eye flights are not considered. If you are required to have the University purchase your airfare (for example, for PAA annual meetings), contact Jan Hurvitz at the Centre for Travel at (814)238-4987 or jhurvitz1@aol.com. If at the time of fare purchase, you find travel fare from a legitimate travel booking source (e.g., Travelocity or Expedia) that is less expensive than the rates quoted by Jan, notify her of the flight details and booking source and she can often purchase the travel at the lower rate. If she is unable to do so, email Melody Lane (MLANE@PSU.EDU) to obtain permission to pay for the cheaper fare out-of-pocket. You will then be reimbursed for the airfare along with your other reimbursement expenses. If Jan is able to get the lower fare, inform her that this is "University travel" and ask her to email your itinerary to Melody Lane at MLANE@PSU.EDU. Direct bill travel forms will then be prepared. Immediately after you contact the travel agent, send Melody an email informing her to expect a direct bill for you and indicate the meeting and dates you are attending. After your airline ticket has been booked, you will receive an email message from the travel agency with your confirmation number. You will have to go to WWW.VIEWTRIP.COM to access your itinerary and print your official "electronic expense receipt." Your receipt will be deleted from the system 24 hours after your return date.

Remember to keep your original airline tickets if purchasing the airfare on your own (although these are not needed when utilizing the direct bill option). 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 ([HTTP://WWW.TRAVEL.PSU.EDU/REIMBURSEMENT.SHTML](http://WWW.TRAVEL.PSU.EDU/REIMBURSEMENT.SHTML)).

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 (i.e., bus or train)
- Rental car
- Fuel for rental car
- Parking
- Taxi, hotel shuttle, limo
- Lodging
- Group meals
- Seminar/Conference registration

Receipt 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)