CEAS GSGA Travel Awards Policy

**Requirements for Conference Travel Award – PRESENTER**
- Must be a degree seeking graduate student with at least 15 credit hours earned.
- Must be registered for at least one credit hour every academic semester (except Summer).
- Must be a current registered member of a CEAS GSGA group.
- Must be presenting original research in the form of papers/posters, or chairing a panel/session at a conference.
- Students can qualify for up to $700.00 per fiscal year.

**Requirements for Conference Travel Award – NON-PRESENTER**
- Must be a degree seeking graduate student with at least 15 credit hours earned.
- Must be registered for at least one credit hour every academic semester (except Summer).
- Must be a current registered member of a CEAS GSGA group.
- Must obtain a letter of support from the student’s department chair or research advisor.
- Students can qualify for up to $400.00 per fiscal year.

**Ineligible travel**
1. Are no longer eligible for CEAS GSGA conference travel awards due to changes in UC student travel policies or due to funding changes from GSGA or CEAS.
2. Auditions, job talks, and interviews are ineligible.

**General Rules**
1. Keep a copy of your award application for your records.
2. Awards generally take about 3 weeks to process.
3. If a student has graduated, he/she is eligible for reimbursement only if the conference travel was completed prior to their graduation date.
4. CEAS GSO requires that all students applying for GSGA travel awards must also apply to their department/advisor for funding whenever possible. The advisor’s signature is required on the forms.
5. If you are contacted by emails about some problem with your application, it is your responsibility to fix the issue(s) completely within 7 calendar days of receiving the email.

**Travel Authorization**
- Before undertaking any travel, **every student must complete a Student Travel Authorization form a minimum of one week prior to your travel.**
  - [http://ceas.uc.edu/content/dam/ceas/documents/EngGrad/Travel_Authorization_WebSite.pdf](http://ceas.uc.edu/content/dam/ceas/documents/EngGrad/Travel_Authorization_WebSite.pdf)
- Students travelling internationally for a conference are required to fill out and get approval from the UC International Office through their online portal (link below) **BEFORE TRAVELING.**
  - [Worldwide Graduate Student Research/Conference](http://ceas.uc.edu/content/dam/ceas/documents/EngGrad/Travel_Authorization_WebSite.pdf)
- The travel authorization form must be signed by your research advisor.
• Submit the travel authorization form to the GSO front desk, 665 Baldwin Hall. Note that submitting a travel authorization form does not guarantee funding.

• If students are travelling in a group, each student must submit their own form. Do not combine multiple people onto one form; it will be rejected. An advisor signature is required for each student.

• Sample Authorization Form http://www.uc.edu/content/dam/gso/docs/UC-TravelAuth-individual-sample.pdf

**Travel Reimbursement**

• After returning from travel, submit a completed and signed “Conference Travel Award” application and list of expenses. Be sure to complete the appropriate form (Presenter or Non-Presenter).
  
  o http://ceas.uc.edu/content/dam/ceas/documents/EngGrad/CEAS_GSGA_TravelAuth_Presenter_Application_2015.pdf

Forms must be typed, not handwritten. Make sure that you list the correct “GSGA Member Group” name. **Please note:** You cannot sign your own application as a GSA “officer”. Only another officer can sign. Complete a GSGA travel reimbursement envelope (available in 665 Baldwin Hall) and put all required forms and receipts in the envelope. Ensure you have all required documents and submit completed envelope and forms to the Graduate Studies Office, FRONT DESK, 665 Baldwin Hall.

*Please NOTE: Reimbursement can take up to 3 weeks. We will process as quickly as possible.*

• Attach a copy of your current Onestop student term bill for the current semester. For summer travel, the previous spring semester’s registration should be printed and used as proof.

• **Proof of conference presentation.** You may submit a copy of your email confirmation of acceptance. Please make sure that your name and the conference name are on the document and are explicitly highlighted.

• **Proof of having traveled to the conference city.** Examples of proof of having traveled include (but are not limited to): plane ticket stubs, gas receipts, food receipts, hotel statements, etc. If you have questions, please contact the engrgrad@uc.edu.

• **Original receipts of expenses.** Only the expenses outlined below will be reimbursed. NO EXCEPTIONS!
  
  ➢ Appropriate proof of expense (as detailed in each category) must be submitted. Any deviations from the requirements below will result in a delay of processing. Original receipts are required.
  
  ➢ GSGA does not reimburse food expenses.
  
  ➢ GSGA does not reimburse poster printing expenses.
  
  ➢ If your receipts are not in US dollar (USD $) currency, you must provide a printout of the appropriate exchange, including calculations into the US dollar amount. The exchange rate should be the rate in effect as of the date on the respective receipt. You may use this website to find exchange rates: http://www.xe.com/
  
  ➢ For expenses shared between students, each student must divide the expense and submit their own reimbursement request. Names of students dividing/sharing expenses must be listed on each student reimbursement form.
  
  ➢ **Travel to venue city (Air/Bus/Train):** E-Ticket receipt or itinerary showing applicant’s name, travel cities, dates, and ticket cost. If there are multiple traveler names on the receipt/itinerary, the applicant must provide proof of payment of his/her share of the travel expense. **Baggage fees or other add-on expenses will not be reimbursed.**
- **Car rental**: Only the rental + applicable taxes will be reimbursed. *Insurance, gas options, or other fees will not be reimbursed.* The car rental agreement form with applicant’s name, dates of travel, and itemized charges must be submitted. **Rental car must be issued either from CVG airport or from UC Enterprise in order for insurance to kick in for local travel.**

- **Gas receipts**: Gas receipts will be reimbursed only if submitted along with a car rental receipt. Receipt dates must match the rental dates.

- **Local travel** (Cab/Shuttle/Bus/Train): Expenses for traveling once from the destination airport to the venue/hotel and once back to the airport will be reimbursed. Transportation to/from Cincinnati/Northern Kentucky (CVG) airport will also be reimbursed. Provide original receipts of travel, including for cash payments.

- **Miles of travel**: Miles of travel can be claimed if air/bus/train travel or car rental is not claimed. Claims must be reasonable and cannot be costlier than air travel. Travel from Cincinnati must use UC as the origin address. The current IRS/UC rate for reimbursement as of January 1, 2018 is **$0.54.5 per mile** (rate is subject to change at any time). [http://www.uc.edu/af/treasurer/tax/resources/TaxPolAndProc.html](http://www.uc.edu/af/treasurer/tax/resources/TaxPolAndProc.html).

- Please fill out the [mileage log form](MS Word .doc). Submit TWO COPIES of the completed log. If you are claiming only miles of travel for your trip, you must submit other receipts to prove that you did actually travel. Gas receipts or any other destination city receipts are acceptable. **Note**: if claiming mileage, you cannot request reimbursement for fuel.

- **Lodging**: Hotel/motel room charges + applicable taxes will be reimbursed. *Room service or other add-on expenses will not be reimbursed.* An original hotel receipt showing the applicant’s name and itemized charges must be submitted. The applicant MUST be the payer in order to be reimbursed. If there are multiple names on the receipt, the applicant must provide proof of payment of his/her share of the lodging cost.

- **Conference fees**: Conference registration and/or abstract submission fees can be reimbursed. However, the total amount reimbursed must not include any membership dues or non-essential services. An original receipt from the conference must be submitted. The receipt must show the applicant’s name and itemized charges.

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