



# **Sam Houston State University**

*A Member of the Texas State University System*

## **COLLEGE OF CRIMINAL JUSTICE**

### **GRADUATE TRAVEL REIMBURSEMENT GUIDELINES**

**Effective January 1, 2007/REVISED July 9, 2008**

- ✓ Student must present a unique paper/poster (no duplicate presentations allowed).
- ✓ Student must participate (with faculty sponsor present) in the practice presentations to be scheduled and held just prior to the respective conference.
- ✓ Student must complete and sign all required travel forms and submit them to the Assistant Dean of Graduate Studies at least four (4) weeks prior to travel date. Upon approval, these will be forwarded to the CJ Business Office for preparation of a Travel Application to be signed prior to travel.
  - a) Approval for Presentation form (aka Faculty Sponsor form) along with Abstract
  - b) University IRB Form, if applicable
  - c) Request for Travel Form
  - d) Submit a copy of presentation paper to Practice Presentation Coordinator (Karen Eads) prior to the time of the practice presentation.

You may access a number of these forms at <http://www.cjcenter.org/college/graduate/info.php> .

- ✓ Maximum two (2) conference trips per academic year (September 1<sup>st</sup> – August 31<sup>st</sup>) with a maximum of \$1,500 available per student per academic year as follows:
  - Out-of-State travel- maximum of one trip - maximum of \$1,000
  - In-state travel- maximum of one trip - maximum of \$500
  - One (1) trip a year over \$500
  - Must identify trip # on travel form(s)
- ✓ This serves as a general guide and may vary, based upon the specific degree program and professional development needs of the respective graduate student.
- ✓ All requests for SHSU graduate student professional development travel are subject to approval/funding by the University Graduate Office and will be honored on a first come, first served basis.
- ✓ Hotel Rooms- Sharing a room is expected and the student is strongly encouraged to stay at the conference hotel. If sharing of rooms does not occur, the student will be reimbursed at fifty percent (50%) of the cost, unless valid justification is provided for not having shared a room.
- ✓ Rental Cars- Non-reimbursable except in rare circumstances with written approval from the College Business Manager in advance of travel.
- ✓ Mileage/parking- Carpooling is expected (to airport or in-state event). If a University van is being used, the student is expected to utilize it. If carpooling does not occur, the student will be reimbursed at fifty percent (50%) of the cost, unless valid justification is provided for not having carpoled.

## Graduate Travel Reimbursement Guidelines

07/2008 page 2 of 2

- ✓ Receipts- Must retain and submit to receive reimbursement consideration. Neither gratuity nor alcoholic charges will be reimbursed.
- ✓ Package travel- If student purchases a package travel deal (airfare and room) where it requires an additional day's stay, the expenses will be considered for reimbursement only if it is less expensive than if staying the standard number of nights for the conference; however, the student must show the cost savings and receive written approval from the College Business Manager in advance of travel. Additionally, meals for the extra day will not be eligible for reimbursement.
- ✓ Cabs- Non-reimbursable. For out-of-state travel, the student is expected to utilize the airport shuttle service.
- ✓ Meals- Must provide original, individual receipts. Generally, room service is disallowed, but will be considered for reimbursement if justified by the student. Neither gratuity nor alcoholic charges will be reimbursed. A Meal Reimbursement Log is available for convenient accounting of these expenses.
- ✓ Conference Registration/Fees- Reimbursable with receipt, but membership fees are not.
- ✓ Misc. expenses- If you are presenting a paper, bring your conference handouts with you. Copies, transparencies, faxes and other office expenses, etc. are non-reimbursable.
- ✓ All students attending professional conferences will be expected to participate in a Post-conference Roundtable. Reimbursement for conferences is contingent upon participation in the Post-conference Roundtable. This will be for the purpose of discussing observations, presentation experiences and professional development "lessons learned" from participation in the conference.