



Sam Houston State University

A Member of the Texas State University System

COLLEGE OF CRIMINAL JUSTICE

2011-2012 GRADUATE TRAVEL REIMBURSEMENT GUIDELINES

- ✓ These 2011-2012 Graduate Travel Reimbursement Guidelines serve 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 Assistant Dean of Graduate Studies and will be honored on a first come, first served basis.
- ✓ 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.
- ✓ First- through fourth-year students are eligible to apply for conference travel reimbursement.
- ✓ Student must complete and sign all required travel forms and submit them to the Assistant Dean of Graduate Studies office by **Friday, September 23, 2011**.
 - a) Approval for Presentation Form along with Abstract
 - b) University IRB Form, if applicable http://shsu.edu/~rgs_www/irb.html
 - c) Request for Travel form
 - d) Upon return from travel – Request for Reimbursement for Travel

You may access a number of these forms at <http://www.cjcenter.org/resources/forms.html> .

- ✓ As long as funds are available from the University Graduate Studies Office students are eligible to apply for a maximum of two (2) conference trips per academic year (September 1st – August 31st) with a maximum of \$1,000 available per doctoral student and \$500 available per master's student.
- ✓
 - Students should submit all travel requests (Fall, Spring & Summer) by September 23, 2011.
 - All receipts must be submitted with a request for reimbursement.
- ✓ All students who plan on attending a conference regardless of whether they are presenting or requesting reimbursement must complete the Request for Travel form and turn in.
- ✓ Hotel Rooms- Sharing a room is expected and the student is strongly encouraged to stay at the conference hotel. Note: If you are unable to obtain conference room rate and the rate you obtain is more than the allowed lodging rate (www.gsa.gov) but less than the conference room rate, you may be reimbursed under the following conditions. Submit verification of what conference rate was so that we may verify a cost savings to SHSU. **Student must indicate on the memo to the Assistant Dean of Graduate Studies with whom you will be sharing a room.** 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 carpooling can not occur, the student will be reimbursed at 51 cents per mile and must show odometer reading to/from each stop or use the Rand McNally official website at www.randmcnally.com. Only one student can claim the charges for mileage when carpooling. If a CJ vehicle is used, charges for gas will be paid from student's reimbursement.
- ✓ Receipts- Must retain and submit to receive reimbursement consideration. Neither gratuity nor alcoholic charges will be reimbursed. Please **tape** all receipts on separate piece(s) of paper in order of date. Staples are not accepted. Hotel rooms must show PAID, express checkout will not qualify.
- ✓ 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. **Package deals must show the amount of each (airfare, hotel).**
- ✓ Air Travel – Students must purchase economy class, no first class. Travel agency fees will not be reimbursed.
- ✓ 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.
- ✓ Post-Conference Roundtable - 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.