



Sam Houston State University
College of Criminal Justice



To: College of Criminal Justice Graduate Students

From: Michael S. Vaughn, Ph.D.
Assistant Dean for Graduate Studies

Date: September 7, 2011

Subject: 2011-2012 Travel Procedures

This academic year, we are again fortunate to receive funds from the University Office of Graduate Studies for graduate student conference travel reimbursement. To be able to earmark these funds, we have a short window of opportunity to process travel reimbursement requests and additional material to submit in support of those requests. All graduate students should familiarize themselves with the Graduate Travel Reimbursement Guidelines. Two critical components are: 1) Reimbursement is provided only if the student is presenting a paper or poster and 2) Up to \$1,000 will be provided for doctoral students and, up to \$500 will be provided for master's students. The following are the steps which you will need to follow to request travel reimbursement for AY11/12:

- 1) Identify the conferences (SWACJ, ASC, ACJS, AAFS) that you will be attending **OR** think you will be attending by **September 23**, for which you would like to be considered for reimbursement.
- 2) Complete a package for each conference consisting of the following:
 - a) Memorandum addressed to me (Assistant Dean Vaughn), itemizing your estimated costs (airfare, hotel, food, etc.). **Please include with whom you will be sharing a room on your memo to the Assistant Dean.**
 - b) Approval for Presentation Form signed by faculty advisor;
 - c) Copy of your Abstract;
 - d) Complete Request for Travel form

A sample memo is in this packet along with blank forms. An estimate of costs is also included in this packet. Please note that airfares usually increase the closer you are to the date you request.

All packages should be turned in to Karen Eads, for processing **no later than 5:00 p.m. on September 23, 2011.** Those students who do not identify and complete travel packages by September 23, 2011, will not be guaranteed travel reimbursement.

Additionally, travel reimbursement is **contingent** upon:

- a. Participation in the practice presentations that will be scheduled before each conference;
- b. Participation in a post-conference roundtable upon returning from the conference.
- c. All receipts for reimbursement must accompany the travel reimbursement request.

Once, travel has been completed, students should complete the Request for Reimbursement Travel form. The mileage log and meal reimbursement log have also been attached for your convenience and are optional.

Please refer to the Professional Development Calendar, Conferences and Policies, and Forms located on the CJ website at:

<http://www.cjcenter.org/resources/forms.html>

Should you have any questions regarding these procedures, please contact Karen Eads at ext.4-4735. I look forward to hearing your presentations at the practice sessions and at the conferences.

xc: CJ Faculty