GUIDELINES AND PROCEDURES FOR TRAVEL REIMBURSEMENT

Guidelines

I. CONFERENCE TRAVEL

The department will provide up to $500 in reimbursement per conference. Decisions about approvals and funding amounts will be based on the following three criteria:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>HIGH PRIORITY</th>
<th>MEDIUM PRIORITY</th>
<th>LOW PRIORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Role in the Conference</td>
<td>Presenting one’s work</td>
<td>Session Organizer</td>
<td>Audience Member (Not presenting, or otherwise participating)</td>
</tr>
<tr>
<td></td>
<td>Co-presenting with an ND professor</td>
<td>Administrative Duty (E.g., ASA council member)</td>
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<td></td>
<td>Discussant</td>
<td></td>
<td></td>
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<tr>
<td>Size and Significance of the Conference</td>
<td>National Sociology Conference (ASA Annual Mtg.)</td>
<td>Specialty Conferences (AERA, SSSR, PAA, ISA, etc.)</td>
<td>Regional Conferences (ASA Regional Conferences, Regional Workshops (&quot;Chicago Ethnography&quot; Workshop)</td>
</tr>
<tr>
<td>Student Needs</td>
<td>Students with no other travel funding</td>
<td></td>
<td>Students who have other travel resources (ISLA, Grad School, Centers, Faculty Grant support)</td>
</tr>
<tr>
<td></td>
<td>Students who have not yet attended a conference in a budget year</td>
<td></td>
<td>Students who have already attended a conference in a budget year</td>
</tr>
</tbody>
</table>

Students may request travel money for a second conference, particularly if they have not been reimbursed up to $500 for their first conference. For example, if a student receives only $200 from the department for a conference, s/he may request $300 for a second conference (together, totaling $500).

If student has already received $500 in for conference travel, s/he may request additional money for a second conference, but students who have not yet received travel funds from the department in a given year will generally receive first priority.

Students who are interested in receiving travel money to attend a training workshop (e.g., ICPSR) should make their request as part of separate process. (See below for more information.)

Travel Procedures

At the end of each academic year, please submit your travel plans via the “Future Travel Plans” form for the following academic year so that the department may budget accordingly. This form can be found at our website at: [http://sociology.nd.edu/graduate-program/resources/](http://sociology.nd.edu/graduate-program/resources/). We ask that this information be turned in to Becky by May 31st each year. This will help us determine budgets for our graduate development activities,
luncheons and recruitment. Please note that this is just an estimate of your travel and by no means binds you to any dollar amount (e.g., you foresee needing $300 for a conference, but end up needing $400).

When you determine and finalize your plans for travel, please follow these steps:

1. Complete the “Travel Proposal” form found on our website at: http://sociology.nd.edu/graduate-program/resources/ and turn in to Becky at least 60 days prior to travel. If you cannot turn the form in 60 days prior, please indicate the reason why and be aware that funding may not be available.

2. On the “Travel Proposal” form, you will need to include the following information:
   a. Name of conference
   b. Date of conference
   c. Role at conference (ex. presenter, 1st year student, etc.)
   d. Amount of money requesting (estimate)
   e. If and when you will be applying to the GSU for funds (they require 30 day notice)
   f. Other travel resources you will either be requesting money from (e.g., ISLA, Center money) or have secured

3. Approvals for travel will be granted by the DGS within one week of submission.
   Your travel will be one of the following:
   a. Funded
   b. May be funded if resources are available
   c. Will not fund

4. Students who have access to Center-based travel funding (CSRS, CREO, CSSM, etc.) should always utilize those resources BEFORE making requests from the department. The department will consider providing additional travel resources to such students for a second conference, if available.

II. STATISTICAL AND METHODOLOGICAL TRAINING WORKSHOPS

The Department is committed to helping students attend Statistical and Methodological Training Workshops at other institutions (e.g., ICPSR, Paul Allison’s training seminars, etc.). All students who request department funding for these workshops MUST ALSO do the following:

• Apply for a Downes Travel Fellowship from the Graduate School
• Apply for any ISLA funds that could be applied for these opportunities
• Request support from any department based Center or Institute that a student is affiliated with (e.g., CREO, CSRS, etc.).
The department will consider all funding requests in light of available resources. Students may receive up to $500 in funding from the department, but, unless we have a surplus of resources, it is unlikely that students will receive money for both conference travel and a training workshop in the same year.

III. RESEARCH TRAVEL

The department will not provide money for travel related to students’ on-going research. The Graduate School, ISLA, and other internal and external funding sources have resources available for research expenses, and students should pursue these opportunities to support travel related to their research.

IV. WHAT IS COVERED

Transportation
The Sociology Department will reimburse transportation costs for direct travel to and from the conference location but does not cover costs for daily travel once you have arrived at your conference location (ex. we will not cover transportation costs for entertainment purposes). However, the department will cover transportation costs to and from the conference location if your hotel is not located at the site of the conference.

Please remember to keep all receipts of your reimbursable transportation expenses (airfare, train tickets, shuttles, taxi, tolls, parking, etc.). Otherwise, we cannot reimburse you.

Food and Lodging
There are daily caps on food and lodging expenses. You have $50 a day for food and $100 a day for lodging. The Sociology Department will not reimburse any amount that goes over these daily caps.

Alcohol is not reimbursable, but you can keep it on the same bill as your meal. There is no need to have a separate bill if you purchase alcohol.

Please remember to keep all receipts for food and lodging. Otherwise, we cannot reimburse you.

V. SUBMITTING YOUR EXPENSE REPORT

- You will need to submit your expense report through TravelND at https://travel.nd.edu/ no later than 60 days after the incurred expense, otherwise it will be taxed.
- When you are completing your expense report, you must add Becky as a User-Approver, and Bill as the “Manager-Approver” in the approval flow.
- If you need assistance with completing your expense report, please see Becky. It’s recommended that you add her as a “Delegate”, that way she can easily assist you. To do this, please see her.