

Sociology Department Student Travel Reimbursement Guide 2009-2010

This guide is intended to help students receive reimbursement after presenting at conferences or participating in other professional development activities. **Travel reimbursement applications and all relevant receipts must be turned in to a member of the Sociology Department's Travel Committee or to the Graduate Student Union within two weeks of conference travel. The members of the Travel Committee will not press you to get your full and complete application in to them in a timely manner—it is up to you to get your paperwork in promptly.** Travel reimbursement requests are generally processed by the Sociology Department's Travel Committee within two weeks of submission; the entire reimbursement process, however, can take up to two months.

Notre Dame's Travel and Expense Report should be used for all reimbursement requests <http://sociology.nd.edu/about/forms/documents/travel_expense.pdf>. It is a large document (7 MB) so it may take a few minutes to download. The form is set up to allow you to type the information in by computer. The form is in PDF format and will automatically add up your expenses when completed on a computer. There is no need to fill the form out by hand but please don't forget to add your signature.

What is Covered?

Transportation: The Sociology Department will reimburse transportation costs for the primary and direct travel to and from the conference location but *does not cover costs for daily travel once you have arrived at your conference location*. If you travel or sightsee once you are there, you are responsible for the additional costs. At times students will alter their conference travel plans for personal reasons to include additional destinations (e.g., a student plans on attending a conference in Los Angeles but would like to stop in Salt Lake City to visit friends for a few days). Indirect travel to or from a conference will be reimbursed at the cost of a more direct (and presumably cheaper) alternative as determined by the Travel Committee.

Covered transportation costs can include:

- Airfare
- Train tickets
- United Limo between South Bend and Chicago Midway/O'Hare
- Shuttle or taxi from the airport/train station to the hotel/conference center
- Car rental to get to the conference (not for once you have arrived by other means)
- Gas (but not mileage)
- Tolls
- Parking at the hotel/conference center (airport parking is not reimbursed)

You will need to **get receipts** for all modes of transportation.

Food and Lodging: There are daily caps on food and lodging expenses. You have \$40 a day for food and \$100 a day for lodging. The Sociology Department will not reimburse any amount that goes over the daily caps. Once again you need to **keep your receipts**. You will need itemized receipts for your food and lodging. Notre Dame **DOES NOT** reimburse for alcohol. If you purchase alcohol with your meal, you should have it on a separate bill.

Conference Registration: Because pre-registration fees are often significantly cheaper than on-site registration fees, you will only be reimbursed for the amount of the pre-registration fee. You will need a receipt from the host association. Association membership fees are not reimbursed.

Remember: Keep your itemized receipts! We cannot reimburse you without the receipts! If you are missing a receipt, please contact a member of the Travel Committee. (Tip: bring an envelope with you to the conference and place all of your receipts in it as you go.)

Presenters vs. Non-Presenters: How Much Can I Get Back?

Presenters: Students who present original research at a conference and seek reimbursement must first apply for the Graduate Student Union's (GSU) Gordon Conference Presentation Grant (CPG) Program before applying for funds from the Sociology Department. The GSU's CPG Program has an annual cap of \$250 and a lifetime cap of \$1500 per student. The CPG application and its detailed guidelines for submission are on

the GSU's webpage <<http://www.gsu.nd.edu/?q=node/37>>. Please note that you can only apply to the CPG Program once a year. Notre Dame's Travel and Expense Report must also accompany the CPG paperwork.

Although the GSU sets its annual cap at \$250 per student, please still apply for the full amount of your conference expenses if they exceed \$250. The GSU will forward any remaining expenses it did not cover to the Sociology Department's Travel Committee. At times, however, the GSU will fail to pass the required paperwork on to the Travel Committee and will instead mail it directly back to you. If you do receive any paperwork from the GSU, please check with the Travel Committee to see if they have received it as well.

In addition to the \$250 available from the GSU, the Sociology Department can award *UP TO \$500* in reimbursement for any remaining conference-related expenses for each fiscal year. This award is not cumulative across fiscal years—any unused funds cannot be added to a request in a following year. In sum, you can be reimbursed *UP TO \$750* each year for presenting at conferences (\$250 GSU + \$500 Sociology Department). **Please note that you are not guaranteed \$500 from the Sociology Department, but rather that \$500 is the upper limit of what you could receive dependent on available funds.**

If you have already applied for the CPG Program during the fiscal year (July-June) or have reached its lifetime cap of \$1500, you should simply skip the CPG Program and apply directly to the Sociology Department.

Non-Presenters: Students who travel to a conference but do not present may be eligible for reimbursement. You can receive a lifetime reimbursement of up to \$250 from the Sociology Department when you attend a conference or workshop but do not present research. Please note that the GSU does not reimburse expenses for non-presenters so it is necessary for non-presenters to apply only to the Sociology Department. This amount (\$250) is part of the \$500 yearly allotment, meaning that the total amount of reimbursements from the Sociology Department for both presenting and non-presenting cannot exceed \$500 in a single fiscal year. Funds for non-presenters are very much based on departmental availability and reimbursement preference will always be given to presenters.

Workshops: Students participating in professional development workshops (such as a SAS seminar) may also be able to receive some reimbursement from the Sociology Department (but not from the GSU, since the CPG Program is only for conference presentation expenses). If you're interested in participating in a workshop you should talk to a member of the Travel Committee beforehand to determine whether your expenses could be covered. Similar to non-presenters, funds for students attending workshops are typically dependent on availability after presenters have been given reimbursement preference.

Sharing

Because the level of individual reimbursement is very much dependent on how many students apply for funds, it is important to keep your expenses low to increase your chances of receiving as full a reimbursement as possible. Sharing costs at conferences, especially with hotels and car travel, is one way to lower your expenses. The most important thing to remember is that the person who pays for something (and submits the receipt) is the person who will be reimbursed. So, if three people share a hotel room, but only one person pays the bill, that person will be reimbursed all the money and any other details are left up to students to work out. If you share costs, make a note in the details section of the Notre Dame's Travel and Expense Report that identifies those who are sharing the expenses so that the appropriate amounts will be applied toward each person's annual Sociology Department limit of \$500.

Sharing a HOTEL: Have one person make the reservation (this is typically done with a credit card), but, at check-in, tell them that you will be sharing the room and they should be able to help you divide the bill right then or when you check out (this is common for hotels). *Make sure each person gets a receipt.* Hotels frequently have such requests and should be able to split the bill with no problems.

Sharing a CAR/driving together: Only the vehicle owner needs to submit the fuel costs (again, include a note

on Notre Dame's Travel and Expense Report that says who went, otherwise the full amount will be applied toward the owner's annual limit). Because only fuels costs are eligible for reimbursement, students could take turns paying for gas and have each student submit the receipt for what he or she pays for, or simply have the vehicle owner pay for everything and be reimbursed for everything (making a note about the shared costs so the appropriate amounts are deducted from each student's annual limit).

Time Limit

Please note that if Notre Dame's Accounts Payable has not received reimbursement information from the Travel Committee within **60 days** of travel, your reimbursement becomes taxable. It is important that you turn in the completed forms *within two weeks of travel* in order to give both the GSU and the Sociology Department's Travel Committee time to review and approve your paperwork before passing it on to Notre Dame's Accounts Payable team.

Conference Preferences

Please note that in the event of limited funding for travel reimbursements, the Travel Committee will give preference to those students presenting at national conferences (e.g., ASA, AERA, SSSR). Unfortunately, the Sociology Department might not be able to reimburse travel-related costs for all students. In this case, students should seek out other sources of funding within and outside of the Graduate School.

Other Sources for Funding Conference Presentations, Workshops, and Research

- The Center for the Study of Religion and Society
- Center for the Study of Social Movements and Social Change
- Center for Research on Educational Opportunities
- Center for Social Concerns
- Kellogg Institute for International Studies
 - <<http://kellogg.nd.edu/students/grad/conftrav.shtml>>
- Nanovic Institute for European Studies
 - <<http://nanovic.nd.edu/grants-and-fellowships/graduate-students>>
- Institute for Scholarship in the Liberal Arts
 - Graduate Student Professional Development Awards
 - ✦ This program is intended to meet expenses that cannot be met by the Sociology Department. "The GSPD awards are intended to meet special one-time needs, such as expenses associated with presenting research at a conference, attending professional meetings, or acquiring language- or other skills-training."
 - ✦ <<http://isla.nd.edu/internal/interim-awards/GSPD.cfm>>
 - Graduate Student Research Awards
 - ✦ <<http://isla.nd.edu/internal/awards/gssrsg/Professional.cfm>>
- Zahm Research Travel Grant
 - This grant reimburses costs related to conducting research, not for presenting research.
 - <<http://graduateschool.nd.edu/assets/4688/zahm.pdf>>
- Downes Memorial Grants to Attend Seminars and Workshops
 - This grant is intended to "help defray the travel and living expenses of graduate students attending workshops, seminars, and short courses."
 - <<http://graduateschool.nd.edu/assets/4687/downes.pdf>>

If you have any questions, please contact a member of the Travel Committee.

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