

Graduate Travel Reimbursement Policy

This Policy Strictly Adheres to KU's Travel Reimbursement Policy

Hotel

- Hotel accommodations will be made by the applicant. If you share a hotel room with another person, **Please have the hotel split the bill.** Do not have one person pay the total bill. Make sure the receipt shows that you paid for your share of the room.

Transportation:

- Airfare: All airline tickets will be purchased by the applicant. Except in unusual circumstances, all airfare will be roundtrip, commercial coach fare purchased on an advance basis.
- Bus/Rail ticket: Bus or train is treated like airfare and will be purchased by the applicant.
- In lieu of airfare or train travel only, travel by personal automobile will be reimbursed at a mileage rate of .56/mile, the rate allowed by KU/State of Kansas Travel Policy, provided the total amount is less than the cost of allowable airfare. Parking at the hotel is reimbursable. *[You will need to provide document showing what an airfare would have cost]*

Original receipts are required for all transportation costs except for tolls and parking. Toll and parking receipts should be requested if available, but are not required for reimbursement.

Subsistence/Per Diem (Meals):

Meal reimbursement: \$46 per day for regular Out-of-state (*\$9 for breakfast, \$12 for lunch, and \$25 for dinner*) or \$61 for high-cost Out-of-state (*\$12 for breakfast, \$16 for lunch, and \$33 for dinner*).

Alcohol:

- Prospective graduate students cannot be reimbursed for alcoholic beverages or alcohol-related costs under any circumstances.

Cancellation or Change Fees Incurred Due to Travel Changes:

- Prospective graduate students may be reimbursed for a cancellation if the charge was incurred for any of the following reasons:
 - Change in the University's business needs
 - Natural disaster
 - Personal emergency or illness
- All Original receipts is required as proof that the cancellation has been paid.

Other Expenses:

- Receipts are required for any other expenses incurred by prospective students. These expenses will be reviewed and may or may not be reimbursed.

Pre-requisites for Applying for Research Enhancement Funds:

- Be enrolled in a minimum of six credit hours working toward a Ph.D.

Criteria for Award of Travel Funds:

- Travel to present a scholarly paper at a regional or national conference
- Conduct research activities that will result in a publication in a peer-reviewed journal
- You must have received travel funds from SOE and Graduate School in this academic year
- Availability of Funds

No student will receive more than \$500 in any given year from the Department with a year being defined as Aug 1-June 30

Graduate Travel Support Application

Email this form no less than 30 days **prior** to any travel to specialeduadm@ku.edu. Awards are on a first- come/first-served basis. Attach a copy of your conference proposal AND acceptance, OR provide a description of your IRB approved research proposal with your email submission of this form. In addition to this form you also need to complete the Travel Request form to SSC via <https://deptsec.ku.edu/~ssc/forms/form/1> PRIOR to your trip. You must email your receipts to the ESB SSC esb_ssc_fin@ku.edu in order to receive reimbursement for your travel.

Applicant Name: _____ KU ID: _____

E-mail: _____ Advisor: _____

Funds are Requested for Round-Trip from Lawrence to: _____

To Attend/Present at (Name of Conference/Meeting): _____

This is a (*check one*):
 National Meeting/Conference
 Regional Meeting/Conference
 International Meeting/Conference

Dates of Conference/Meeting: _____ to _____

Exact Dates of Travel: _____ to _____

Anticipated Cost of Travel- Hotel: _____
Flight/transportation: _____
Other Costs: _____
Total Amount of Funding Requested: _____

Have you Received Other Funding From: Graduate Studies: _____ Date: _____ Amount: _____
(*Check all that Apply*) School of Education: _____ Date: _____ Amount: _____

Signature: _____ Date: _____

**Email this form no less than 30 days prior to any travel to specialeduadm@ku.edu
You will be notified via email if your request is approved and for how much**

 Approved by Chair (Amount Authorized: up to a Maximum of \$500.00)
 Not Approved

Cc: ESB SSC