Travel Money for Graduate Students

The Dean’s Office of the College of Arts & Letters gives graduate students $200 to help defray travel costs when presenting their research papers at conferences. Getting this money involves several steps and some paperwork (see below). If you have any questions, please contact me ASAP.

1. **2 weeks before leaving for the conference:**
   1. Complete the *College of Arts & Letters Graduate Student Conference Participation Support* form that is attached. The form can also be found at [http://al.odu.edu/al/resources/grad.shtml](http://al.odu.edu/al/resources/grad.shtml) by clicking on “Graduate Student Conference Participation Support form.” Attach an abstract of the paper/presentation and evidence of acceptance to the form.
   2. Complete the “Travel Estimate” which is the 2nd tab on the *Consolidated Travel Form* (Excel spreadsheet) that is attached and can also be found at [http://www.odu.edu/af/finance/facultystaff/facultystaff_forms.shtml](http://www.odu.edu/af/finance/facultystaff/facultystaff_forms.shtml) by clicking on “Consolidated Travel Form.” Save the form because you will use it again and because it automatically fills in certain cells.
   3. Give all that to the PhD Program Director for review and signatures.
   4. Deliver to the Associate Dean’s office, BAL 9042.

2. **During the conference:**
   1. Make certain that your name is on the hotel receipt and that there is a zero balance on the hotel receipt.
   2. Keep copies of all receipts.
   3. All receipts must show method of payment (e.g. cash, check, credit card with last four digits of the card)
   4. When requesting reimbursement for airfare, you must also submit your boarding pass.

3. **No less than 3 days after returning from the conference:**
   1. Complete the “Travel Reimb” which is the 3rd tab on the *Consolidated Travel Form*. Note that you may either submit actual food receipts or you may use the per diem amount found on “Per Diem M&L Rates” which is tab 6 on the *Consolidated Travel Form*.
   2. Receipts must be taped to 8½ x11 paper and clearly labeled as to date and purpose (food, airfare, cab).
   3. Give all that to the PhD Program Director for review.
   4. Deliver to the Associate Dean’s office, BAL 9042, where an original Travel Reimbursement Voucher will be prepared for your signature and approved for payment by the Dean’s Office.

**Failure to comply with the above procedures could result in you being denied support.**