

## Sociology Graduate Student Conference Travel Guidelines/Request Form

1. TAs, GAs, and RAs (or those otherwise on the UB payroll) must seek preapproval and reimbursement through Concur. This form is only for students who are not currently on University payroll.
2. You must present a paper at a conference in order to qualify for this travel support.
3. Fill out the travel request form below and return with signature to Eileen Klein no later than one month prior to your travel.
4. Once you return from the conference, you will need to provide Eileen with proper documentation in order to get reimbursed. This includes original receipts and your conference program. See the back of this form for documentation examples.

### Sociology Graduate Student Travel Request Form

Student Name:

Conference Name, Date, and Location:

Are you also applying for GSA support? (yes/no)

Indicate below the total estimated cost, requested department support, and any GSA support for each type of expense. Reimbursement limits vary by year, but are typically between \$200 - \$300.

| Expense                                      | Requested | Estimated Total Cost | Requested Departmental Support | Requested GSA Support |
|--|-----------|----------------------|--------------------------------|-----------------------|
| Airfare                                      |           |                      |                                |                       |
| Other transport (rental car, personal usage) |           |                      |                                |                       |
| Hotels                                       |           |                      |                                |                       |
| Meals  |           |                      |                                |                       |
| Conference registration                      |           |                      |                                |                       |
| Other  |           |                      |                                |                       |
|  |           |                      |                                |                       |
|  |           |                      |                                |                       |

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*DGS Signature*

\_\_\_\_\_  
*Date*

*Funding is contingent upon availability of funds. Eileen will notify student regarding the funding decision and available reimbursement amount.*

### **Guidelines for Reimbursement**

To get reimbursed for your travel expenses up to the departmental annual limit, you must provide the department with **original receipts and a copy of the conference program showing your participation**.

The following are examples of reimbursement documents you need to turn in to get reimbursed:

- Airline boarding passes;
- Online airline reservation that has payment listed;
- Itemized lodging bill – verify to make sure it shows a zero balance. May need credit card statement to verify payment if online reservation. If you are sharing a room, you should pay for half of the lodging and request a separate bill for yourself;
- Conference agenda and/or program, including documentation of conference single room rate (if hotel is to be reimbursed);
- Food can be reimbursed at [per diem rates](#) or through individual receipts not to exceed per diem rates;
- Original receipts for tolls, public transportation, gas, or anything else for which you are requesting reimbursement.
- Date and time you departed from and returned to Buffalo.

Note that if you are requesting GSA support, they will need a letter from the department indicating the amount and items reimbursed. It is important to coordinate these reimbursements to ensure a smooth reimbursement process.

If you have any questions regarding this form or reimbursements, please feel free to contact Eileen Klein at [eileenkl@buffalo.edu](mailto:eileenkl@buffalo.edu).