

Graduate Students Travel Assistance Request for 2008-2009



TEXAS TECH UNIVERSITY

College of Education™

Office of Associate Dean of Graduate Education and Research
Box 41071
Lubbock, TX 79409-1071
(806) 742-2377
FAX (806) 742-2197

To: Graduate Students requesting travel assistance from the College of Education when presenting at scholarly conferences

From: Joseph Claudet, Associate Dean for Graduate Education and Research

Ref: Information and Guidelines

The purpose of this travel assistance is to support the scholarship of graduate students in the College of Education by assisting students who are presenting research at conferences. The following information is relevant to the application:

1. Request for travel assistance from the College of Education for the support of scholarly activities by graduate students may be made beginning on September 1 of each academic year. Requests will be considered on a case-by-case basis according to the availability of funds and the criteria which follow.
2. Prior to any official award of funds, the student must submit a copy of the official letter of acceptance for any paper or other presentation at a conference. The official notification should accompany the completed attached travel request form.
3. The student's role in the presentation must be made clear in the request. For example, is the student presenting the paper, co-author, etc...? Priority will be given to students who are actually presenting the paper.
4. A letter of support from the major professor or other professor in a supervisory role must be submitted with the official travel request form.
5. In an effort to make funds available to the maximum number of students, the total support for the academic year will generally be limited to a single award per student per academic year; however, doctoral students may submit a second request for support after January 1 of each academic year if the college's available funds have not been exhausted.
6. Only students currently enrolled in College of Education M.Ed., M.S., Ed.D. or Ph.D. degree programs qualify for financial assistance to support scholarship.
7. Once a request is approved, **the student will be notified in writing** by the Associate Dean for Graduate Education and Research **of the amount and the procedures necessary to file a claim for reimbursement.**

8. Funds will be allocated on the following basis:
 - a. Doctoral students who have been admitted to candidacy (i.e., have completed course work and have passed qualifying exams) will be eligible to receive up to \$500 when presenting at a widely-recognized and professionally appropriate national or international conference.
 - b. Doctoral students who have not yet been admitted to candidacy will be eligible to receive up to \$300 when presenting at a widely-recognized and professionally appropriate national or international conference.
 - c. Masters-level students will be eligible to receive up to \$250 when presenting at a widely recognized and professionally appropriate national or international conference.
 - d. Regardless of course work completion or degree sought (Ed.D., Ph.D. or M.Ed., M.S.), College of Education graduate students will be eligible to receive up to \$150 when presenting at a professionally appropriate regional conference.
 - e. After the First of January each year, doctoral students who have previously received travel support during the same academic calendar year and who have an opportunity to present at a second widely-recognized and professionally appropriate national or international conference during that same year may submit a second request for travel support.
 - f. In all cases, costs associated with such factors as conference location, registration fees, and proximity to the Texas Tech campus in Lubbock will be weighed in consideration of final allocations.

DATE: _____

REF: Recommendation

_____ Fund as requested

_____ Fund, but at reduced amount

_____ Do not fund

REASON: _____

Travel Information
9-13-07 per Sidney Fleming, Accountant, College of Education

Below are a couple websites that you may want to bookmark. Any official state/university travel revisions will be posted on the link directly below.

<https://www.fiscal.ttuhs.edu/travel/Main/TravelHome.asp>, **Travel Office Home Page**. Refer to this website for any announcements re: FY 08. Any news and updates are posted here as soon as they get word from the state. Click on the **Links** Tab in the upper right corner. The links include: FY 07/08 Domestic and International airfare contract rates, car rental contract rates and vendors which are Advantage, Avis and Enterprise, Texas Mileage Guide, Federal Locality Rates, In-State & Out of State Hotel Listings, State of Texas Travel Allowance Guide, Per Diem rates for Alaska and Hawaii and International Per Diem rates. In addition there are links to Advantage and Enterprise Rental cars as well as to TTU's OP's (Operating Policies) among others. To access the Travel website you will enter your e-raider username and password.

Please fill out the **Application for Official Travel** that you get from me or from the **College of Education** website <http://www.educ.ttu.edu/>. To access, click on "Handbooks" on the left side of the page and then "COE Handbook" then scroll down to "Travel". This has College of Education/TTU travel information, the Texas Tech University Travel Verification Mileage Report (this is used if you travel to schools or other locations routinely throughout the month or semester (Student Teacher Supervisors, Field-Based Supervisors, etc) and are claiming mileage reimbursement), and the Application for Official Travel. Turn both forms in to me, Sidney Fleming, in Room 110A.

It is important to fill out the application for travel as soon as possible **PRIOR** to the travel. **I will enter the information online** on the TTU Travel Office website. You will receive e-mails from the Travel Office when this is done. Even if you are paying for it out of your pocket, a travel application is required.

Be descriptive on the travel explanation on the Application for Official Travel. If you are presenting papers, workshops, etc list titles. **Explain how the trip will benefit your research and/or the University.**

If you plan to travel outside the US (which includes Hawaii and Alaska, as well as Canada and Mexico) Provost approval is required. **Submit your Application for Official Travel to me at least 45 days prior to your trip.** I will send the application to the Provost Office for signature. This is necessary even if you are paying for it out of your pocket. If you are on state business, Provost approval is required.

Currently the allowable Texas lodging rate is \$85 and the meal per diem is \$36. **Meal receipts are not required.** Let me know when you return if there are meals that were covered with the conference registration fee, or provided by the hotel such as continental breakfast.

State tax for lodging in Texas is not reimbursable. Obtain an exemption certificate from myself or the Travel Office, 221 Drane Hall. You will present it to the hotel upon check-in and they will waive the state tax. Also, state tax in Texas is not reimbursable on any vendor receipts (such as Office Max, Kinko's) on the travel voucher.

When you are traveling, please be sure to take your Tech ID card with you in case the hotel asks for verification that you are a state employee. We are hearing more and more reports from around the state of hotels requiring a guest show an employee ID before the hotel will give them a state discount or honor the state hotel tax exemption form.

Make sure that your lodging receipt shows the name and location of the city. Also be sure that the receipt is in your name and that it has a zero-balance. (showing that you paid)

Be sure to use the state contract rental car agencies:

Enterprise

Contract ID: TX733

Customer Service 1-800-250-4501

Avis

Contract ID: F999733

Customer Service 1-800-525-7521 X 1144

Advantage

Contract ID: 733TXC

Customer Service 1-866-404-8253

This is extremely important because the state contract rate includes liability insurance (which covers damage to objects other than the rental car) and loss damage waiver (which covers damage to the rental vehicle itself). Travelers need to make reservations for their rental cars to ensure that the contract vendor has a vehicle available. If none of the contract vendors have a vehicle available, the traveler needs to be sure to get an appropriate amount of LDW and liability insurance. (Don't just get coverage for the first \$500 of damage! That doesn't cover much these days.) The traveler can get reimbursed for the coverage if they submit an exception form explaining why they had to rent from a non-contract vendor (signed by the account manager and Provost's Office). That form must be submitted with the voucher. Without that form, the additional charges will not be reimbursed.

Conference registration receipts must show paid and the amount paid. A copy of your credit card statement or cancelled check will suffice. When requesting payment or reimbursement of a registration fee, **we need a copy of the registration information along with the zero balance receipt**. Along with the receipt the official documentation needs to show the name of the conference, the dates and location, the conference hotels, and what specifically is included in the registration fees being paid or reimbursed. The easiest way to provide this documentation is probably a copy of the conference brochure. Printouts from the official website should work as long as they include all the required information. Having this information allows Travel Services to confirm details needed when processing the travel voucher.

Tips and alcohol are not reimbursable.

Upon returning from your travel, IMMEDIATELY give me your original travel receipts. The policy in the College of Education is to have the travel voucher submitted within 30 days of the end date of your trip. We will not submit them after the 30 days, so it is very important to give me your receipts as soon as you return.

I will prepare the travel voucher and leave it in your mailbox for you to sign. Look it over carefully and return it to me. I will get other necessary signatures and send it to the Travel Office. With the online system, you should have a reimbursement check within 7-10 days. It will be placed in your mailbox.

You may apply for the Bank One travel credit card. Obtain application from me.

FY 08 - The mileage reimbursement will be 48.5 cents per mile.

Please let me know if you have any questions!

Sidney L. Fleming - Room110A
Texas Tech University
College of Education
Box 41071
Lubbock, TX 79409-1071
806/742/1998 Ext. 443 Ph
806/742/2179 Fax
sidney.fleming@ttu.edu