

Doctoral Graduate Student Department Travel Request Form/Request for Reimbursement

The T. Denny Sanford School of Social and Family Dynamics (The Sanford School) provides funding opportunities to graduate students enrolled in our doctoral programs for travel to professional meetings or reimbursements for virtual conferences and workshops. Funding is dependent on your active participation in the meetings (e.g., author, presenter, board members, etc.).

SSFD funding can be used for the following travel-related conference expenses: coach airfare, conference registration, hotel, per diem, and transportation to and from the airport. Students must be enrolled full-time to be eligible for funding.

NOTE: If you are traveling, it is critical that you turn in your travel receipts immediately after you return from a trip. If you are requesting reimbursement for a virtual conference or workshop, all reimbursement requests must be submitted (all documents approved) within 30 days of purchase.

Travel Expenses: If you are seeking to travel to an in-person conference, please complete the *Travel* portion of this form and submit to the Graduate Director. Once all signatures are completed, work through My ASU Trip to process the travel request prior to travel departure.

Registration Expense: If you are seeking reimbursement for a virtual conference or workshop, please fill out both the *Travel* and *Reimbursement* portions of this form and attach your receipts when completing the process. Once all signatures have been received, a reimbursement request will process through Workday. Please keep an eye out for emails coming from FMS-Notifications@asu.edu to ensure you approve the reimbursement. Without your approval, the reimbursement will not process.

Travel Policy and Guidelines

The Sanford School adheres to [FIN 501: ASU Travel Policy](#). Noted policy requirements include:

- University travelers seeking reimbursement for expenses incurred during approved university travel must comply with ASU Travel Policy. ASU Travel Policy governs all university travel, unless a sponsoring agency has more restrictive rules that cannot be waived.
- **All travel:**
 - is to be authorized before expenses are incurred or the travel begins
 - expenses are to be supported by a public purpose that indicates the benefit to the university resulting from the travel and expense
 - is to use the most efficient and economical method of transportation and the traveler's time consistent with conducting university business
 - Understand and comply with ASU Travel Policy and guidelines (<https://cfo.asu.edu/myasutrip>), including [RSP 504-01: Sponsored Projects Travel](#) for ASU Employees if traveling on a grant.
 - Book travel arrangements in My ASU TRIP.
 - Review requirements for travel to a High Risk Area, if applicable.
 - Submit and certify an accurate and complete expense report with receipts and proofs of payment within 30 days of the trip end date.
 - Cancel all reservations if a trip is canceled and promptly return any travel advance and/or account for ASU Travel Card expenses associated with the trip.
 - Travelers on university business whose travel expenses are paid by outside sources or where there is no reimbursement are to have an approved zero dollar travel request prior to the trip start date.
 - ASU will not reimburse travel expenses incurred without the required pre-authorization. Any expenses on a university payment card will be considered a personal expense.
 - Non-permissible or non-reimbursable charges will be the responsibility of the the applicant.
 - When faced with conflicting federal, sponsoring agency, or ASU travel policies, the more restrictive policy is followed.
- **ASU Travel Policy Standard: Unallowable Travel Expenses (examples)**
 - Airline or VIP club membership dues or one-day admission fees
 - Child care
 - Pet care
 - Lawn, pool, or home care
 - Over-the-counter medications and prescriptions

- Forgotten toiletries
- Barbers and hairdressers
- New clothing
- Shoe shines
- Excess luggage not related to ASU business
- Health club fees, saunas, massages, and spa visits
- Magazines, newspapers, and personal reading materials
- Snacks
- Medical expenses while traveling
- Expenses of a spouse, family member, or other person accompanying the university traveler
- Expenses related to personal days taken before, during, or after the business portion of the trip
- Entertainment
- "No show" charges for hotel, air or car
- Loss or theft of funds, airline tickets, property, or baggage
- **ASU Travel Policy Standard: Reimbursements**
 - An expense report is due within 30 days of the trip end date through My ASU TRIP/Concur. Receipts are required for airfare, lodging, business meals, and car rentals regardless of dollar amount. Other out-of-pocket (not on the ASU Travel Card) expenses require receipts only if they are in excess of \$50.
 - Travelers are to exclude from the expense report travel expenses paid by a third party. If a traveler receives reimbursement from a third party for travel expenses previously claimed on an expense report, the reimbursement must be repaid to ASU.
 - Travel expenses incurred without the required preauthorization or booking process are not reimbursable.

Travel Form

FUNDING GUIDELINES:

- first authors at national conference = maximum of \$600 (airfare, hotel, and/or registration only)
- first authors at regional conference = maximum of \$350 (airfare, hotel, and/or registration only).
- other authors at national conference = maximum of \$250 (airfare, hotel, and/or registration only).
- other authors at regional conference = maximum of \$150 (airfare, hotel, and/or registration only).
- first year students at national conference = maximum of \$300 for 1 trip during their first year without being on the conference program (airfare, hotel, and/or registration only)
- first year students at regional conference = maximum of \$150 for 1 trip during their first year without being on the conference program (airfare, hotel, and/or registration only)
- workshop reimbursement = maximum of \$200 for 1 trip (airfare, hotel, and/or registration only)

NOTE: Students can only receive funding for one trip over the course of the entire academic year.

Your Name: _____ Date: _____

Trip to: _____

(include conference/workshop title and dates)

Purpose of Trip: _____

Your Specific Role is: _____

Title of Paper: _____

Author List: _____

	Estimated Cost	Cost Request From The Sanford School	Costs Requested Elsewhere**
Travel	_____	_____	_____

**Indicate Source of Other Costs Requested (e.g., graduate college, grants) and Date Submitted:

For Office Use Only
Grad Director Approval: _____ Amount Approved: _____ Date: _____

If you are traveling, it is critical that you submit your travel receipts through my ASU TRIP within 30 days after you return from a trip. If you are applying for a virtual conference or workshop, all requests for reimbursements must be submitted (all documents approved) within 30 days of purchase.

Reimbursement Policy and Guidelines

The Sanford School adheres to all financial policies including [FIN 401–03: Prohibited Transactions](#) and [FIN 420–01: Faculty and Staff Reimbursements: Accountable Plan Rules](#).

- Applicable policies include:
 - must have paid or incurred expenses while performing services as an employee or student of ASU.
 - required to properly account to ASU for the expenses within 30 days of purchase.
 - If the reimbursement is more than the business-related expenses that have been incurred, the excess must be timely returned to ASU, generally 30 days after the expense was paid or incurred.
 - If the above requirements are not met, the amount that is paid to the employee is treated as paid under a Nonaccountable Plan and is taxable as compensation, subject to income and payroll taxes, as applicable.
 - ****A prepayment is payment for goods and services before receiving the goods and services. Generally, prepayments are prohibited by state statute. However, there are instances when they are in the best interest of the university and generally accepted industry standards require the prepayment of goods and services. Such instances include annual subscriptions, annual maintenance (equipment and software) agreements, airfare, annual memberships in professional associations, and conference registration fees. Payments for these exceptions should be made as close to their actual begin date as reasonably possible. Purchases made with the ASU Purchasing Card are not considered prepayments if Purchasing Card guidelines are followed. Before any department commits university resources for the purpose of making a prepayment for goods or services on a purchase order or contract, PUR 602–04, “Prepayment of Purchase Orders and Contracts,” must be followed. Other prepayments not covered above must have the written approval of the vice president for finance and deputy treasurer, who will consult with the Office of General Counsel as appropriate.**
- **Please note that it has been determined through the Dean’s office that only a 1-year membership or conference payment is approved for reimbursement. A multi-year membership or conference payment is not considered industry standard thus qualifying it as a prepayment and not eligible for reimbursement.**

REQUEST FOR REIMBURSEMENT

Description of Transaction/Items Purchased (Attach documentation such as receipts and/or quotes):

<i>Item Description</i>					
<i>Quantity</i>					
<i>Cost Each</i>	\$	<i>Tax</i>	\$	<i>Delivery</i>	\$
<i>Total Amount This Transaction</i>		\$			

****Reimbursements over \$1,000 require Dean and Provost Approvals***

Public Purpose/Technical Justification (how this relates to the project’s scope of work):

ACCOUNT MANAGER APPROVAL

For Business Operations Use Only

The PI/Account Manager (*Name*): _____ authorizes the transaction described above to be charged
to the Grant/Gift/Program Account Number: _____.

PI/Account Manager Signature: _____ Date: _____

Processed by: _____