

# Travel Reimbursement Instructions

## *An Overview*

As a graduate student at Emory, you are entitled to be reimbursed from several sources for travel expenses incurred to attend a scientific meeting. Please see below:

1. Individual Grants (see below for request and reimbursement procedures)
2. Your Mentor (amount varies) (see below for request and reimbursement procedures)
3. Your Program (amount varies for presenting/up to \$250 for recruiting) (see below for request and reimbursement procedures)
4. GDBBS (\$100 for presenting/up to \$250 for recruiting) (see below for request and reimbursement procedures)
5. GSC (amount changes from year to year) (see below for request and reimbursement procedures)

## *Procedures for Request*

All requests for travel funding must be made **PRIOR** to travel.

1. See the finance person in the department your grant was submitted through for protocol on requesting money from your grant.
2. See your mentor to get the protocol for requesting money from him or her.
3. See your DGS to get the protocol for requesting money from your Program. Complete appendix B.
4. Complete appendix A (travel to present) or C (travel for recruitment) and return to Margie Varnado for GDBBS request.
5. Read and complete appendix D for GSC request.

## *Procedures for Reimbursement*

1. Keep original receipts of all expenses, plane tickets, meals, hotel, registration fees, etc. Enter these online at <https://www.emory.edu/FINANCE> (you will need to obtain account numbers for each funding source prior to entering online), print out travel sheet, and obtain signatures from all funding sources. All small receipts **must** be taped to an 8X11 piece of paper. Once you complete these steps your travel sheet along with your receipts and abstract will need to be turned into Accounts Payable for reimbursement. Each student is eligible to receive this money once per academic year (September through August).

# APPENDIX A

## GDBBS Intent to Travel Form To Present Poster

Your (Student's) Name

Campus Address

Date

Margie Varnado, Business Manager  
Graduate Division of Biological and Biomedical Sciences  
314 Dental Building  
1462 Clifton Rd.  
Atlanta, GA 30322

Dear Mrs. Varnado,

Please accept this formal request for an allowance in the sum of \$100.00 for travel expenses (dates). I will be attending the (official name of meeting) in (city). I will be presenting a poster entitled (title)

Thank you for your assistance,

Sincerely,

*(Signature)*

(Your name)

Graduate Student

(Your Program)

# APPENDIX B

REQUEST FOR TRAVEL FUNDS  
(Send form to your Program)

YOUR NAME: \_\_\_\_\_

PROGRAM: \_\_\_\_\_ ADVISOR: \_\_\_\_\_

DEPT: \_\_\_\_\_ DEPT. ADDRESS: \_\_\_\_\_

LAB TEL #: \_\_\_\_\_ HOME #: \_\_\_\_\_

NAME OF MEETING/CONFERENCE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

PRESENTATION, POSTER, OR RECRUITMENT (*circle one*)

TITLE: \_\_\_\_\_

LIST OF AUTHORS: (*you should be first*)

\_\_\_\_\_

OTHER REQUESTS FOR FUNDING: (*Please check*)

GSC  
Y\_\_ N\_\_

GDBBS  
Y\_\_ N\_\_

Advisor  
Y\_\_ N\_\_

**GSC & GDBBS funding should be requested prior to travel. GDBBS request should be in memo form to Margie Varnado. Please include all the information on this form in the memo.**

**Advisor's funds are usually requested when travel costs exceed funds granted from the GSC, GDBBS and Program.**

# APPENDIX C

## GDBBS Intent to Travel Form To Recruit

Your (Student's) Name  
Campus Address

Date

Margie Varnado, Business Manager  
Graduate Division of Biological and Biomedical Sciences  
314 Dental Building  
1462 Clifton Rd.  
Atlanta, GA 30322

Dear Mrs. Varnado,  
Please accept this formal request for an allowance in the sum of up to \$250.00 for travel expenses (dates). I will be attending (name of school) in (city). I will be recruiting (by giving a talk, etc.)

Thank you for your assistance,

Sincerely,

*(Signature)*

(Your name)  
Graduate Student  
(Your Program)

# APPENDIX D

## GRADUATE STUDENT COUNCIL

### TRAVEL REIMBURSEMENT INFORMATION

Each currently enrolled graduate student is eligible to receive funds from the Graduate Student Council towards travel to a conference at which they are first author for a presentation. To apply for this money, you must fill out an intent to travel form prior to departure and send it to the GSC office, Drawer AM, DUC. This form is attached below as appendix D. As we have a budget that will accommodate travel support for 150 students, it's a good idea to get your requests in early!

A few important notes:

- PLEASE read the instructions below. They are relatively straightforward, but it is important that you follow them - these are designed to help you get reimbursed ASAP!
- We ask that you send in two photocopies of your receipts along with the originals so that we can have a clear record of your expenses. Keep a photocopy for yourself, as well.
- You will receive confirmation by e-mail once the form has been received.
- If you are on direct-deposit the reimbursement will be deposited to your account in this manner, and you will receive a voucher, otherwise you will receive a check.

Your request will not be processed until the entire packet is complete, reimbursement will be delayed until all documents are submitted to A/P. **ALL TRAVEL EXPENSE FORMS MUST BE COMPLETED AND SUBMITTED TO A/P WITHIN TEN (10) DAYS OF YOUR RETURN FROM THE MEETING.** If these forms are not submitted in a timely manner your reimbursement could be severely delayed.

# APPENDIX D cont.

## For GSC Use Only:

Process Number: \_\_\_\_\_

ITTF Date: \_\_\_\_\_

TER Date: \_\_\_\_\_

## **INTENT TO TRAVEL FORM**

### INSTRUCTIONS:

1. Complete the entire form.
2. Send to GSC Travel Treasurer via campus mail, Drawer AM, DUC

**\*\*\* Do Not leave this form outside the GSC office, it will get lost \*\*\***

### **Graduate Student Council Intent to Travel Form**

1. Name:

2. Date:

3. EmoryID#:

4. Department:

5. Campus Address:

6. Home Address:

7. Email Address:

8. Campus Phone:

9. Home Phone:

10. Reimbursement Options (Check One):

Direct Deposit

US Mail to Home Address

Campus Mail

11. Conference Name:

12. Dates of Travel:

13. Presentation Title and Authors:

14. Other Sources of Funding:

15. Are you a U.S. citizen?