

REQUEST FOR STUDENT TRAVEL FUNDS 2008-2009

Instructions for student:

1. Complete and sign this form. Keep a copy.
2. Complete a Travel Authorization Request Form (located at on RamPort: Work Life tab, Administrative Forms, 4th entry from the bottom in column one or at <http://www.angelo.edu/forms/pdf/travelform.pdf>). No more than \$500 may be requested for out of state travel or \$150 for in state travel from the Student Travel Fund Account. If the trip costs more than this and your department has appropriate funds to cover the difference, list that account number and name and amount and have your department head sign that line of the form. For the Student Research Travel Account, leave the account number blank (I will fill that in), write in Account Name: Student Research Travel Account, leave signature blank (I will sign) and write in the amount (max of \$500 for out-of-state, \$150 for in-state). **The student must sign the Travel Authorization Form where it says Signature.** Your Department Head should sign the form where it says Department Head. The Graduate Dean will sign where it says Dean or Administrative Head. You must sign where it says Signature and fill in "student" for Title.
3. If requesting advance payment of the registration, complete a purchase requisition for the registration expense.
4. If traveling by air, prepare a purchase requisition for the airfare. **See #5 below under Rules and Regulations.**
5. Attach a copy of your acceptance letter or e-mail showing that your paper or poster has been accepted for the conference you are planning to attend.
6. Read and abide by the Rules and Regulations for Student Travel below. Failure to do so may result in your not receiving compensation for the trip!!!

Name of Student: _____ Department: _____

Conference Name: _____

Conference Dates: _____ Conference Location: _____

Title of Presentation or Poster: _____

Will you be traveling to this conference by car with other students or faculty (see #6 below)?

7. Submit all the above forms to the Dean of the College of Graduate Studies, Hardeman 100.

Rules and Regulations for Student Travel

1. Students must be presenting their own research and have received confirmation that they are on the program for the conference.
2. Only one trip per year per student will be subsidized by the Student Research Travel account.
3. A maximum of \$1,200 per department per year may be authorized from the Student Travel Fund.
4. Within Texas, the decision to travel by car or by air is made by figuring the actual mileage cost from ASU to and from the conference city and comparing it to the airfare quote provided by

Horizon Travel, selecting the lesser of the two. A comparison of the mileage rate versus the airfare must be attached to the travel authorization request.

5. If traveling by air: **DO NOT** use your own credit card for purchasing ticket. **DO NOT** purchase ticket on the web.
 - a. Call Nancy at Horizon Travel to get price quote for airfare.
 - b. Prepare a purchase requisition for the airfare. When you get a Purchase Order Number, call Nancy with this number and she will bill ASU for the airfare.
6. If traveling by car within Texas: print the mileage page—found on the ASU web site, Faculty/Staff, Travel Resources, Texas Travel Mileage Guide. Reimbursement is 58.5 cents/mile. If traveling outside Texas, call Connie Brown (Travel Coordinator) at 942-2270 to get mileage advice. **There is a 4 people to one car rule for people traveling to the same place.** If travelers decide to drive separately, only one person will be reimbursed for the mileage expense.
7. If you are requesting payment of your registration fee in advance, a purchase requisition must be submitted with your travel papers.
8. “Per diem” (meals) is not allowed for “non-overnight” trips.
9. Per diem meal reimbursement in Texas is \$7.20 for breakfast, \$10.80 for lunch and \$18 for dinner. Out of state per diem rates can be found on the ASU web site under Faculty/Staff, Travel Resources. Breakfast is 20%, lunch 30% and dinner 50% of the meal per diem rate.
10. **Lodging receipts must show the name of one individual with single room rate stated, so if you share a room, make sure the hotel gives each of you a separate receipt with your name on it and your share of the room cost.**
11. Texas maximum hotel room rate is \$85, not including taxes. You should present a Texas state tax free form when registering at a Texas hotel (you will still be charged local taxes). When you complete the travel voucher after you return (see #12 below), the local taxes are listed in the incidental expenses area. A list of hotels available at the state rate can be found on the ASU website: Faculty/Staff, Travel Resources, Hotel Directory Listing, click on the current fiscal year, click on the link to the state you are visiting, click on the first letter of the city you are visiting, choose the link to the city, view the contract hotels.
12. A Travel Voucher and a Travel Management Compliance Form (on the ASU web site: Faculty/Staff, Administrative Forms, 2nd and 3rd entries from the bottom in column one) must be completed upon your return from the conference. One copy of the travel voucher form must be printed on green paper; one copy of the travel management compliance on white paper. You will not need meal receipts (unless traveling outside the US), but you will need lodging, taxi, parking, toll, and registration receipts (if not paid in advance). Fill in the county name beside the city and state name on the travel voucher. Include a statement of benefit to ASU. Be sure you and your department head sign the travel voucher and that you sign the travel management compliance form. Original signatures are required on all papers. The following expenses will not be reimbursed: tips, alcoholic beverages, personal expenses such as dry cleaning, laundry service, excess baggage charges, telephone calls.

By signing the form, I acknowledge and agree to the above stated rules regarding Angelo State University student travel.

Student Signature

Date

Rev. 8/2008