

REQUEST FOR STUDENT TRAVEL FUNDS

Instructions for student:

1. Complete and sign this form. Keep a copy.
2. Complete a Travel Authorization Request Form (RamPort, Work Life tab, Administrative Forms, Fiscal Forms column). 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 (Graduate Office will fill that in), write in Account Name: Student Research Travel Account, leave signature blank (Graduate Dean will sign) and write in the amount (max of \$500 for out-of-state, \$150 for in-state).
The student must sign and date the Travel Authorization Form where it says Signature and fill in "student" for Title. Your Department Head should sign and date the form where it says Department Head. The Graduate Dean will sign where it says Dean or Administrative Head.
3. If requesting advance payment of the registration fee, your department can help with the online purchase requisition.
4. If traveling by air, **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.
- _____

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 \$1200 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 the ASU Travel Office at 942-2725, 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 the ASU Travel Office at 942-2725 to get price quote for airfare.
 - b. When completing the Travel Authorization, please indicate that you would like your “Airfare to be charged to the Business Travel Account (BTA)” by checking that spot on the authorization form. The Travel Office will contact you or the department once your approved travel authorization is received, prior to booking your airfare. Refer to OP 70.03 for more information on BTA procedures.
6. If traveling by car within Texas: print the mileage page—found on RamPort: Work Life tab, Travel Channel, www.randmcnally.com link – Mileage button (this will calculate one way mileage city to city; please double for roundtrip); current maximum mileage rate is \$0.50 per mile. **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, your department can help with an online purchase requisition. A copy of your travel authorization form should accompany the requisition.
8. **Meals and Lodging for In-State and Out-Of-State travel:** Rates for maximum reimbursement for actual meal expenses can be found on RamPort: Work Life tab, Travel Channel, “Meal & Lodging Rates” link (see information on RamPort for determining rates for cities not listed). Select the state you are visiting to view the rates. Breakfast is 20%, lunch 30% and dinner 50% of the meal per diem rate. “Per diem” (meals) is not allowed for “non-overnight” trips.
9. **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.**
10. 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 expense log after you return (see #11 below), the local taxes are listed in the incidental expenses area. A list of hotels available at the state rate can be found on RamPort: Work Life tab, Travel Channel, 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.
11. A Travel Expense Log and a Travel Management Compliance form (on RamPort, Work Life tab, Travel Office Channel, Travel Management Compliance Certification link and Travel Expense Log link) must be completed upon your return from the conference. One copy of each, printed on white paper, should be submitted to the ASU Travel Office. 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). If travel was out of state, fill in the county name beside the city and state name on the travel expense log. Include a statement of benefit to ASU. **Be sure you sign the Travel Expense Log and 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 laundry service, excess baggage charges, dry cleaning, and telephone calls.

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

Student Signature

Date