

## ***University Student Travel Fund Policy***

The following are guidelines for student travel. Please bear these in mind as requests for funding are prepared for review.

**Eligibility:** All full-time students (graduate and undergraduate) are eligible for funding. International travel will be dealt with on a case-by-case basis. Support will be limited to travel for one student per faculty sponsor. The faculty member must be listed on the abstract and the student must be presenting at the conference to be considered for funding. However, funds are allocated on a first-come, first-served basis and may well be completely committed by mid-February. Requests will be strengthened by additional funding committed from the nominating college/school.

**Application:** To apply for funding, submit a University Student Travel Fund Request prior to travel. A form can be downloaded from the Provost's web site or requested by emailing [glasgow\\_wc@mercer.edu](mailto:glasgow_wc@mercer.edu) at least one month prior to travel. Travelers will not be reimbursed for expenses over and above the amounts approved on this form.

**Making Reservations:** Internet bookings usually provide the lowest rate. Packages from Expedia and other providers combining hotel, air fare, and rental car can give substantial savings.

**Hotels/Lodging:** Maximum allowable rate is \$175/night after taxes.

**Airline Travel:** Maximum allowable expense is for economy class made 14 days in advance as listed on the airline's web site.

**Conference Registration Fees:** Eligible for reimbursement, but the original or a photocopy of the registration must be included with the claim.

**Meals:** The maximum allowable expense for an individual's meals is \$30/day. Tips should be calculated at 15-20% of the pre-tax amount charged.

**Automobile Rental:** Eligible for reimbursement if essential to the professional nature of the trip.

**Personal Vehicle:** Reimburse at Mercer's standard mileage rate. This is intended to cover all the costs of using your vehicle. Do not request reimbursement for gasoline or repairs.

**Foreign Exchange:** It is the responsibility of the traveler to calculate expenses in foreign currency into the prevailing dollar equivalent during the time of travel.

**Receipts:** It is **essential** that original receipts (not copies) be provided for all expenses for which a faculty member seeks reimbursement. Undocumented expenses will not be reimbursed.

**Reimbursement:** The Travel Reconciliation form and all original receipts must be submitted to the Office of the Provost within thirty (30) days of the completion of travel. After that date, there will be no reimbursement.