

## **SCHOOL OF HUMAN SCIENCES STUDENT TRAVEL GUIDELINES**

**The School of Human Sciences** encourages each of our students to attend and present at professional conferences in their discipline. The department currently offers funds to students to help pay the expenses of attending these events. If you are presenting a poster or paper (either alone or with a faculty member), are an officer in your professional student organization, or are eagerly attending the conference and are in need of some financial help, consider applying for student travel funds through the department and the university.

The department student travel committee meets twice each fall and spring semester to review applications and award available funds. DEADLINES to submit applications for FALL consideration are September 15th and November 15th. Committee will meet once after each deadline has passed to award funds.

DEADLINES to submit applications for SPRING consideration are February 15th and April 15th. Committee will meet once after each deadline has passed to award funds.

Once completed, PRINT the application, sign it, get professor's signature, and submit to the department office in Woodcock Hall 115.

Students attending a conference for professional development are encouraged to apply; students also presenting may receive additional funding.

### **FUNDING INFORMATION**

1. A maximum of \$500 per applicant will be awarded per academic year, based on available funds. Lodging within DFW is not reimbursable.
2. To receive student travel funds from the School of Human Sciences, students must complete the student travel application. Missing information and/or required signatures may delay processing, so complete application fully. Students may submit an application before or after travel.
3. Travel must occur during the academic year application is submitted (i.e. if traveling in fall of 2022, you can submit application for travel funds in fall 2022 or spring 2023). No travel funds are awarded during the summer, but summer travel applications can be submitted for review during the following fall semester.
4. Students must be currently enrolled in an academic program in the School of Human Sciences to receive funds.
5. Reimbursement is processed upon submission of award letter and travel receipts. **If the student is not set up with the University as a vendor, they will be may or may not be required to fill out a W9 and EFT form. The Coordinator of Academic Programs will let you know if TWU Payables requires any information from you.**

### REIMBURSEMENT GUIDELINES:

1. Alcohol is not a reimbursable expense. If you consume alcohol, do not have the cost added to a receipt you intend to submit for reimbursement.
2. Only registration fees, food, lodging and travel expenses will be considered for reimbursement. No other type of expense will be considered.
3. All reimbursements are at the sole discretion of the department; therefore, you may be required to justify any purchases on receipts before they will be accepted.
4. Hotel room costs must be paid by **each student (no bill splitting)**. Hotels will allow each person to pay their part of a shared room and will provide separate receipts. HOWEVER, booking a hotel room through a third party web site (i.e. Travelocity, Hotels.com, etc.) will not generate separate receipts if room costs are to be shared, so only book through hotel web sites if this is your situation.
5. Miles driven and fuel costs incurred will only be recorded and submitted by the owner/leasee of the car used for travel. Reimbursing shared costs during a road trip must be handled between students.
6. Receipts must be as detailed as possible. At a minimum, a receipt must show a date, item purchased, dollar amount and total, but providing more detail is best to assure reimbursement potential.