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TRAVEL REQUEST FORM

Graduate Student Senate
Kent State University

T- 2008/09

Check the type of travel funding for which you are requesting:

PRESENTATION TRAVEL: _____

ATTENDANCE TRAVEL: _____

Email Address: _____

Name: _____

Phone: _____

Mailing Address (cannot be your departmental address): _____

Conference/workshop: _____

Conference date: _____

Conference location: _____

Are you an employee of Kent State University (please mark appropriate box)?

Yes – Graduate Assistant

Yes – Other Position

No

ESTIMATED TRAVEL COSTS

- Total Transportation
- Total Meals (No Gratuities or Alcoholic Beverages)
- Total Lodging (no phone calls)
- Total Registration Fees
- Total Presentation related expenses

AMOUNT

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL ESTIMATED COST OF TRAVEL

\$ _____

*Priority Funding will be distributed on a percentage basis among approved applicants who submit requests within **the first 7 calendar days** of the semester. Funding will be equitably distributed on a percentage basis among all applicants receiving Priority Funding.*

PRIORITY FUNDING SUBMISSION DEADLINES FOR 2008-2009:

Semester	Travel Dates*	Priority Funding Submission Dates
Fall 2008	8AM August 25, 2008 to 5PM January 19, 2009	8AM August 25, 2008 to 5PM September 1, 2008
Spring 2009	8AM January 20, 2009 to 5PM May 25, 2009	8AM January 20, 2009 to 5PM January 27, 2009
Summer 2009	8AM May 26, 2009 to 5PM August 30, 2009	8AM May 26, 2009 to 5PM June 1, 2009

*For presentation travel occurring **within the first two weeks of the semester** requests may be submitted **no more than two weeks prior to the first day of the semester.**

Important: You must include a copy of your current semester schedule (print-out from Web For Students is sufficient). **Any form received without this will be invalid.**

By signing below I acknowledge that I have read and understand the attached guidelines.

Applicant's Signature _____ Date _____

Traditional Travel Funding

Summary of Funding Bylaws and Procedures

A. Student Eligibility

1. Current KSU graduate students attending or presenting at professional conferences or workshops where no academic credit is earned are eligible. Students can only be funded once per academic year.
2. Requests received after the first seven (7) calendar days of the semester in which travel will occur will be eligible to receive funding on a first-come, first-serve basis as monies come available from unused priority funding requests.
3. The last date to submit presentation and travel requests will be the tenth week of the current semester.

B. Expense Eligibility

4. Food (up to \$25 a day), lodging, transportation, registration fees, and presentation expenses are eligible.
5. *Original* receipts are required. GSS cannot reimburse based on mileage or per diem, or for membership dues, alcoholic beverages, gratuities, souvenirs, telephone calls, and in-room movies. **If a co-funding source also requires original receipts, please inform the Finance Chair immediately so arrangements can be made. Email the finance chair at gss.finance@gmail.com**
6. To receive payment you must submit:
 - an itemized list of expenses by day
 - proof of attendance (nametag or CPE credits) or presentation (program with your name highlighted)
 - *original* receipts
 - a self-addressed stamped envelope with sufficient postage if you want your receipts returned. Please note that Accounts Payable must retain some receipts, but you will receive copies of those receipts
7. All items must be received within 30 days of the last day of the conference. The Finance Chair will notify travelers of any expense reports not conforming to GSS guidelines. It is strongly recommended that you submit all forms well before your deadline so that you will have time to resubmit if any problems are encountered.

C. Further Information

8. GSS will fund a maximum of 30% for actual expenses related to attendance travel, and a maximum of 50% for actual expenses related to presentation travel, up to a maximum amount to be determined after each application cycle.
9. Please let the Finance Chair know if you are unable to attend the conference or your status changes from Presentation to Attendance so the funds can be reallocated!
10. **Submit requests for special circumstances (such as shared hotel receipts or partial funding from another source) to the Finance Chair, who will inform you how those circumstances will be handled.**
11. Funding must be provided in accordance with GSS Bylaws, KSU policies, and Ohio law. Willful falsification of an expense report will result in ineligibility for GSS funding and referral to the All-University Hearing Board. (Examples of falsification include but are not limited to: charging the full room rate when the room was shared; charging another person's meal; charging alcoholic beverages, gratuities, or other items not eligible for reimbursement; requesting funding from GSS for expenses funded elsewhere.)

Please consult the Bylaws of the KSU Graduate Student Senate for detailed guidelines.
http://dept.kent.edu/gss/executive/bylaws_charter.htm

Graduate Student Senate is located in Kent Student Center, Room 120M.

Mailing address:
Kent State University
Office of Campus Life - Box 18
Kent, OH 44242-0001

PHONE: (330) 672-5860

FAX: (330) 672-3403

E-MAIL: gss.finance@gmail.com