

**Professional Travel Grant
REIMBURSEMENT POLICIES**

Important: Use this document for general information. To avoid denial of reimbursement requests, the official, up to date university travel policies on the [university's travel website](#) should be considered the current standard to follow.

PRE-TRAVEL INFORMATION:

- Funding Limitations – Professional Travel Grants are awarded with consideration to lodging and meal per diem limits as set by [SUFAC by-laws](#), Article III, Section I, subsection A.1. a & b. Reimbursements for expenses are also subject to [UW-System travel policies](#).
 - I. Transportation
 - A. Airfare - must be booked via Fox World Travel. See the [UWL travel page](#) or contact department ADA for assistance.
 - B. Car rental OR personal vehicle reimbursement pre-travel requirements
 1. Complete [Driver Authorization Application](#) 4 weeks prior to trip.
 - a. Guidelines for Driver Authorization Application
 - i. *Department the vehicle(s) will be used for* -- list graduate department (not graduate program)
 - ii. *Purpose for Using Vehicle(s)* -- "conference attendance"
 - b. *Supervisor Name/Email/Phone* -
 - c. If you **are** a graduate/teaching assistant - have supervisor sign
 - d. Otherwise, Graduate Faculty Sponsor can sign.
 2. For an out-of-state driver's license, a [Notarized Statement of Driving Record](#) must also be completed.
 - a. Form must be signed in the presence of a Notary Public.
 - b. For notary appointment, bring completed (unsigned) form & current photo ID (driver's license, military ID, passport, or UWL student ID).
 - i. Notary Public on campus:
 1. Kathryn Oleson (koleson@uwlax.edu)
 3. Submit *Notarized Statement of Driving Record* and/or Driver Authorization Application to University Police.
 - II. Lodging Reimbursement - limited to \$45 per night, per person
 - A. Use Fox World Travel or book with conference hotel
 - B. 3rd party sites (Airbnb, Expedia, Orbitz, etc.) are not reimbursable
 - III. Meals - reimbursement limited to \$18 per day, per person

REIMBURSEMENT INFORMATION:

- Professional Travel Grant Award notifications are emailed to the student as well as the corresponding department ADA and Graduate Faculty Sponsor.

- Students will work with department ADA to complete/submit documentation post-travel for reimbursement. Award recipient should contact the department ADA, prior to travel, to review process and expectations for documentation prior to travel. Documentation required for reimbursement includes (but is not limited to): conference agenda, mileage map, & receipts. Reimbursement request documentation should be submitted to department ADA **within 15 days of completion of travel.**

FAQs:

- Do I need a receipt for . . .
 - registration fee, hotel, airfare, car rental/gas - yes
 - baggage fees - yes (may require additional justification)
 - mileage - provide google maps (etc.) document to show miles to/from conference
 - parking fees - if over \$25, yes (if less than \$25 describe in note)
 - taxi/bus/subway - if over \$25 in a day, yes; (if less than \$25, describe in note)
- What should I do if I've received an email telling me my expense report has been entered and is ready for my review and submission?
 - If you are a GA or TA, click on the link and verify the expenses. DO NOT make changes to the report. If you see an error, reply to the email and request a correction.
 - If you are not a GA or TA, you should reply to the email and indicate that you are not a university employee. DO NOT make any changes to the report.