

Travel Reimbursement Procedures

Complete and Submit for *each* conference or event you are attending!

Required Forms and Documentation

1. Department Travel Request Form

- a. This form is for departmental use and should be filled out to the best of your abilities.
 - i. It is understood that some estimated costs may be different from submitted receipts ... please estimate as close as possible.
- b. If you need to rent a car you are **REQUIRED** to obtain approval prior to traveling. Please contact the accounts payable affiliate in the Shared Service Center (currently Andy Anderson) for assistance.

2. Additional documentation required to be submitted along with your reimbursement form.

- a. **Conference Agenda or Confirmation of Paper Acceptance**
 - i. The confirmation of paper acceptance is preferred but the agenda will work as well. The conference agenda in its entirety is not necessary, just the page with your specific session is enough.
- b. **Accepted Paper Abstract.** – the committee reviews papers selected for presentation as a way of tracking the trends of various conferences.

3. Kansas University Out-of-State Travel Form

- a. **If you are traveling outside the state of Kansas this form must be submitted** - even if you are only going to Kansas City MO!
- b. This form is used in the Shared Service Center as well as various other college/university offices.
 - i. It is understood that estimated costs may be different from submitted receipts ... please estimate as close as possible.
- c. Please submit along with department forms – the graduate secretary will forward it to the appropriate offices.
- d. If this form is not filed prior to travel, medical expenses accrued while traveling may not be covered by the Student Health Insurance.

****These forms can be submitted to the graduate secretary electronically or printed out whichever is easiest.****

Review Process

- Submit forms to your advisor for initial approval then submit to graduate secretary for forwarding.
- Once the committee reviews your request a maximum amount of reimbursement will be decided upon. Each subsequent request will have a reduction in maximum reimbursement regardless of costs accrued or distance traveled.
- An email will be sent to you with your pre-approved max reimbursement by the graduate program secretary.
- Upon your return please submit itemized receipts to the graduate secretary for processing. You will not be issued reimbursement unless these are submitted.
- Some students will also need to submit, or have on file current W9 or W-8BEN forms. For more information regarding these forms or to find out if you need to submit one please contact Andy Anderson in the SSC (s730a136@ku.edu)
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
<https://www.irs.gov/forms-pubs/form-w-8ben-certificate-of-foreign-status-of-beneficial-owner-for-united-states-tax-withholding>

Please submit to Michelle Huslig at least two weeks prior to the travel date along with the conference agenda or proof of paper acceptance AND the abstract of the paper being presented.

Department of Economics
Graduate Student Travel Request Form

Name: _____

Address: _____

Degree Program: _____ M.A. _____ Ph.D Year in Program: _____

Funds are requested for round-trip from Lawrence to _____

Period of Travel: ____/____/____ to ____/____/____

Name of Conference _____

Title of Paper: _____

Excluding this request, have you applied for travel funds in this fiscal year (7/1 – 6/30)? _____

If so, how many times have you applied this fiscal year (excluding this request)? _____

Provide a cost estimate for this trip

All transportation (airplane ticket, mileage, gas, taxi): _____

Lodging (Name of hotel and cost per night): _____

Meals: _____

Registration Fees: _____

Miscellaneous Costs: _____

Total: _____

ITEMIZED RECEIPTS MUST BE SUBMITTED FOR REIMBURSEMENT

Advisor Name:	Advisor Approval: Yes ____ No ____
Advisor Signature:	
Committee Signature:	
Committee Approval: Yes ____ No ____	Reimbursement Amount: \$ _____
Reasoning if Denied:	

This form must be submitted each time you are traveling outside the state of Kansas!!

KANSAS UNIVERSITY
OUT-OF-STATE TRAVEL REQUEST FORM

Please submit forms to Michelle Huslig at least two weeks prior to travel date

Traveler's Name: _____

Traveler's Email: _____

Destination (City & State or City & Country): _____

Name of Event: _____

Purpose of Travel _____

Travel Dates: ____/____/____ to ____/____/____

Official Business Dates: ____/____/____ to ____/____/____

Estimation of Travel Expenses (if requesting funding):

Airfare (Name of airline): _____

Airport Parking: _____

Ground Transportation: _____

Mileage (if driving): _____

Rental Car (Prior Approval Required): _____

Lodging (Name and Price per Night): _____

Meals: _____

Registration Fee: _____

OFFICE USE

Funding Source: _____