

TRAVEL FAQ

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Are there other funding opportunities for graduate student professional travel?

TRAVEL FAQ

Is there support for graduate student travel?

Yes, the department may provide help with reimbursement of eligible expenses to support doctoral students who present original research at professional or academic conferences. For additional information, [see the Graduate Student Conference Travel Fund guidelines](#).

Who is most likely to travel and receive funds?

Year 4 and Year 5 students are most likely to be presenting at conferences and therefore receiving travel funds. Occasionally, a student in Year 3 has a paper accepted and is therefore eligible to receive funds.

Can you give examples of conferences that students have previously attended?

- [AEA Annual Meeting / Allied Social Science Association \(ASSA\) Conference](#) (January)
- [Missouri Valley Economics Association Annual Meeting](#) (October or early November)
- [Women in Statistics & Data Sciences Conference](#) (October)
- [Southern Economic Association Annual Meeting](#) (November)
- [Midwest Economics Association Annual Meeting](#) (March)

What forms do I need to fill out?

- If you would like to request funds, please fill out the [Travel Funds Request](#) form.
- Once you have returned, submit itemized receipts using the [Post-Travel Reimbursement](#) form.
- If you have not travelled before or if your address has changed, you will need to fill out a [W-9](#) (domestic students) or a [W8BEN](#) (international). Once complete this form should be delivered to the department's financial contact (currently [Andy Anderson](#)). Depending on the time of year, processing this form may take up to three weeks. In order to be compliant with KU travel policies, processing must be completed prior to your travel.

What determines whether a student will receive funds?

Students should communicate with their Faculty Advisor and discuss conference opportunities. If a student has a paper accepted, they should not only inform their Advisor but also confirm their support for a Travel Fund Request. Given an Advisor support, a student's request is evaluated based upon several factors (e.g., the allocation amount available, the quality of the conference, etc.). In the case of limited funds, preference is typically given to the student presenting at their first conference.

Can I share accommodation costs with another student by booking a place together?

Accommodation can be shared, but KU travel rules affect how the expense can be reimbursed. Only the amount that you or a spouse (if applicable) have paid can be reimbursed to you. If you share accommodation with someone else, either you must pay your portion directly to the hotel or Airbnb, or the person who pays will be reimbursed. They can then give the amount you paid back to you, provided the travel allocation covers the expense.

Do I need to submit my meal receipts?

Yes, you need to submit itemized meal receipts that show all the items purchased, and that payment was made.

Can I rent a car?

Perhaps, but first contact the department's financial contact (currently [Andy Anderson](#)). There are many details that must be discussed prior to renting a vehicle in order to ensure the expense is reimbursable.

Can I drive my own car?

Driving your own car is permissible, but the total cost of driving must be compared to the cost of flying, and only the lesser of the two amounts will be reimbursed. It is the responsibility of the traveler to document this with screenshots of an airfare search. Only the owner of the car can be reimbursed for mileage. Gas receipts do not need to be collected, as the mileage rate is considered to include the cost of gasoline.

Some locations are considered "border cities" in that they are sufficiently close so air travel is not considered practical. Some examples are Omaha, NE, St. Louis, MO or Wichita, KS. For these cities, travelers are expected to drive and no additional cost-comparison documentation is needed.

On occasion, driving can be cost-effective even to non-border cities. For example, two students sharing a car may be cheaper than the cost of two plane tickets. However, it is generally cheaper for an individual to fly, especially when airfare is purchased far enough in advance of travel. However, it is

generally cheaper for an individual to fly, especially when airfare is purchased far enough in advance of travel.

What should I do when booking airfare?

Only Economy class airfare will be reimbursed, unless you need accommodation for a disability. In that case, you should contact Student Access Services, 785-864-4064, or achieve@ku.edu prior to booking travel. Please book airfare as soon as is practical, and is no later than two weeks in advance.

Can I combine personal travel with the trip?

A limited number of personal days may be allowable, depending on the duration of your trip. Please contact [Andy Anderson](#) with questions before booking your travel.

I noticed that students are eligible to receive funds for two trips, can I choose which amount—\$250 or \$750—I'd like to receive first?

No, the role of the first conference and second conference cannot be interchanged. Students should plan applications for reimbursement accordingly.

- Eligible expenses for the first conference are reimbursed up to \$750
- Eligible expenses for the second conference are reimbursed up to \$250

If I go over the allocated expenses, do I need to submit all my receipts or can I simply submit the receipts up until the allocated amount?

While you only need to submit receipts up to the amount that you are to be reimbursed, including the total amount you spent is helpful for tracking purposes as it lets the department better understand what costs students are paying beyond the allocated amount, which can lead to adjustments in fund guidelines. Submitting all receipts is also helpful during the reimbursement process, as the department's financial contact can then use the receipts that are the fastest to process, reducing the amount of time until you receive reimbursement.

When should I turn in my receipts and to whom?

Please turn in your receipts within two weeks of your return from travel using the [Post-Travel Reimbursement Form](#).

Are there other funding opportunities for graduate student professional travel?

Yes, the Office of Graduate Studies awards \$500 to students travelling during the Spring and Fall semesters until funds are depleted. In the 2018-2019 academic year, 180 graduate students received \$500 in financial support—a total of \$90,000 in funding. This allocation is only awarded once per student. To learn more, visit [Graduate Scholarly Presentation Travel Fund](#).

Additional information

- **Helpful webpage.** One-stop location for the latest information on KU's travel process and policies: <https://procurement.ku.edu/travel-information>
- **Andy Anderson** can be reached at andy2@ku.edu or 785-864-9869. The Strong SSC is located in Strong Hall, room 50.
- **Student Access Services's webpage:** <http://access.ku.edu>