

Guidelines and Policies Regarding Reimbursements for Graduate Student Travel or Small Grants Program

SUNY Cortland's Graduate Faculty Executive Committee is pleased to offer assistance for eligible graduate students who are presenting the results of research at a professional conference or assistance in support of research or creative activity projects.

It is very important that candidates complete the budget page of the application completely and accurately. **Failure to accurately and fully complete the budget page may result in automatic disqualification of your grant application without further review, or a reduction in the amount awarded.**

Should you have any questions on how to complete the budget portion of the grant application, or the process for reimbursement, you should seek advice of your faculty mentor, a GFEC Member or Chair (listed on the front page of the application), or Pam Schroeder in the GFEC Office at ext. 2206

Reimbursement for Transportation

If you are traveling by air, you must fly coach or tourist class. The actual cost of the airline ticket is reimbursable. The passenger receipt of payment for the airline ticket and boarding passes are required for reimbursement. The actual cost of taxicabs, bus, or subway trips to and from the airport to your destination is reimbursable with original receipts.

If you are traveling by personal auto, you will need to complete a Statement of Automobile Travel form. This form will be sent to you if you are awarded a grant program. Personal automobile travel is reimbursed at the IRS standard mileage reimbursement rate, or by providing a gasoline receipt (both cannot be reimbursed). Additional expenses (tolls, parking, etc.) may be reimbursed with the submission of original receipts. This standard mileage reimbursement rate varies from time to time depending on fuel costs. As of July 1, 2011, the current rate is \$0.55/mile. The current rate can be checked and found at:
<http://www.osc.state.ny.us/agencies/travel/mileage.htm>.

Reimbursement for Lodging and Meals (Per Diem Rates)

You can be reimbursed for your lodging expenses up to the maximum lodging rate allowed. You will need original receipts for lodging reimbursement. You can be reimbursed for your meals at the official per diem rate for full days spent at your destination and a reduced rate for meals on your travel days. Original receipts are not necessary for meals reimbursement.

Per Diem rates are determined by the Federal Government and are specific to city/region and differ greatly depending on where one travels to and the time of year. To be reimbursed for meals and lodging, you need to complete the appropriate lines of the budget form with the actual rate of lodging (up to the maximum amount) and the correct rates for meals.

Current official rates can be found at: <http://www.gsa.gov/portal/category/21287>.

On this site, you can search for the correct rate by city and state (or zip code). If your destination city (or metropolitan area) is not listed, you are required to use the standard rate (located at the top of the list for that state). Alternatively, if another city located in the same county as your destination is listed, that rate may be used.

Please note, the above rates are only correct on full days spent at your destination. Travel days (the first day and last day of travel) are prorated. For these travel days, no reimbursement can be claimed for lunch and the traveler may be reimbursed for breakfasts prorated at \$5.00 and dinners prorated at \$12.00.

On the day of departure, the traveler is eligible for: breakfast if departure occurs before 7:00 am. and dinner if departure occurs before 6:00 pm.

On the day of return, the traveler is eligible for: breakfast, if return occurs after 8:00 am. and dinner, if return occurs after 7:00 pm.

Reimbursement for Meeting Registration Costs

Reimbursement for meeting/conference registration and associated fees (e.g., abstract submission fee) can be reimbursed only with original receipts. Society or association memberships fees cannot be reimbursed. Luncheons, banquets, and other functions associated with the conference cannot be reimbursed.