




**DEPARTMENT OF BIOLOGICAL SCIENCES**

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Date: July 1, 2023  
To: Graduate Students in BSCI Laboratories  
From: Oscar Rocha, Graduate Coordinator   
Subject: BSCI Travel Funds for 2023-2024

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For the 2023-2024 fiscal year (July 1, 2023 through June 30, 2024) the Department of Biological Sciences (BSCI) will offer travel funds to MS and PhD students working in BSCI laboratories.

- Students are only eligible for travel reimbursement once per fiscal year to attend a scientific conference (domestic or international) where they will present research completed as part of their work in the research lab of a BSCI faculty member.
- It is expected that you will apply for funding from Graduate Student Senate (GSS) and utilize any travel funds available on grants and fellowships first.
- After that, the Department will pay a **maximum of \$600** for your remaining eligible expenses.
- All travel must follow Kent State University travel guidelines as only eligible expenses will be reimbursed: <https://www.kent.edu/university-travel>.

Please note the following policies on access and use of travel funds:

- All travel must be *pre-approved* at least **TWO WEEKS prior to travel**. This includes submitting
  - Submitting a **Request for Travel Funds form** to BSCI Graduate Office
  - Submitting a **Pre-approval** in Chrome River attaching the **Request for Travel Funds form**
  - Submitting an **Absence Authorization form** to BSCI Graduate Office
- Travel expenses must be supported with a statement of business purpose “to represent Kent State University and your faculty mentor’s research lab” at the conference. (Note, travel to present your own research or for educational purposes is **not eligible** for business reimbursement and should be submitted through the Scholarship workflow).
- Itemized receipts or invoices that have been provided by the supplier for services must be submitted. **Credit card statements do not constitute “receipts” or “invoices.”**
- Housing receipts **MUST include your name** on them.



- If traveling out of the continental United States and Canada, **the Office of Compliance and Risk Management must be notified**. Failure to give proper notification could result in non-coverage under the university's AIG WorldRisk foreign travel insurance policy.
- Airfare must be purchased at the **lowest cost** economy/coach fare available that meets the business requirements of the trip.
- Short-distance travel fare, such as that for shuttles, taxis (including services such as Uber and Lyft), buses, ferries, and subways, are allowable travel expenses when they are determined to be reasonable and **necessary for business purposes**.
- All food expenses must be justified (i.e. not included in conference fees) and food receipts submitted for reimbursement. **No alcohol will be reimbursed. Tips cannot exceed 15%**. Total food reimbursement per meal **cannot exceed allowable per diem rates** for location.
- Car rentals **must be pre-approved** and the justification on the Request for Travel Funds form.
- A signed Expense Statement including proof of attendance, conference itinerary, original receipts, and copy of GSS award letter/email **must be submitted within 14 days upon returning from travel**.

<input type="checkbox"/>	Timeline	Task
	At the start of the semester	<b>Request funding from GSS</b> - go to their website to verify the dates.
	Several weeks prior to your travel and preferably after you have submitted your request for GSS funding	Fill out <b>"Request for BSCI Funds" form</b> to list your expected costs; turn in to Grad Office after your advisor has signed. Request <b>Pre-Approval on Chrome River</b> , <b>upload the approved Request for BSCI Funds form</b> .
	At least two weeks prior to travel	Fill out an <b>"Absence Authorization" form</b> , have your advisor sign it & turn it into the Graduate Office.
	Within 14 days of your return	Submit your <b>"GSS Funding" form</b> with the required materials to GSS.  For the Department, fill out an <b>Expense Statement</b> , sign it, have your <u>advisor</u> sign it & submit it to the <u>Graduate Office</u> for approval. <b>Upload</b> approved expense report along with your receipts (including food), proof of attendance, conference itinerary, and confirmation of GSS funding <b>in Chrome River for reimbursement</b> .



## **PRIOR TO TRAVELING**

It is **REQUIRED** that funding be requested from Graduate Student Senate (GSS) prior to requesting department funds. Failure to apply for GSS without a justification may result in a \$300 reduction in the amount that will be reimbursed by the department.

1. Apply for GSS Travel Award. Requests for GSS funds must be submitted before the start of each semester; deadlines are at <https://www.kent.edu/graduatecollege/graduate-student-senate-awards>.
  - i. Domestic travel (DTA): <https://www.kent.edu/graduatecollege/gss-domestic-travel>
  - ii. International travel (ITA): <https://www.kent.edu/graduatecollege/international-travel>
  - iii. Students may receive up to one DTA per semester and one ITA per calendar year.
2. Complete the Request for BSCI Travel Funds form. Obtain your advisor's signature and *submit the form to the Graduate Office* - signature from the Graduate Coordinator will be obtained. This form should be turned in AFTER you request GSS funds AND *a minimum of two weeks prior to your planned travel.*
3. Submit for Pre-Approval in Chrome River. You will need to upload the approved *Request of BSCI Travel Funds* form. If your projected expenses seem high, you will be asked to provide a written justification for the cost.
4. Submit an Absence Authorization form. List the dates of travel, courses you will miss, and what arrangements have been made if you will miss your TA teaching assignment. Also provide contact information in case you need to be reached. Turn this form in to the Graduate Office *at least two weeks prior to travel.* Failure to do so may result in travel reimbursement being denied.
5. Submit the following for reimbursement within 60 days of making purchases. You need to request reimbursement within 60 days of purchase date for all expenses pertaining to the conference. Therefore, if you purchase anything (airfare, conference registration, etc.) more



than 60 days before your conference, you will most likely have to submit at least 2 expense reports all referring to the same pre-approval: 1 BEFORE YOU GO with airfare, conf registration, etc. and 1 AFTER YOU RETURN with hotel, meals, etc.

- For Departmental reimbursement you will need an *Expense Statement* (example attached - form can be found in the forms library under “Faculty Forms”), your original receipts for items on the Expense Statement (for example airfare, conference registration).
- After completing the forms and attaching applicable receipts, have your advisor sign your Expense Statement and submit the package to the Graduate Office. Once approved by the Graduate Coordinator, you MUST complete an Expense Reimbursement request on Chrome River and upload the approved Expense Statement and receipts. For additional instructions, see the Chrome River Expense Reimbursement Guide at:  
<https://www.kent.edu/university-travel>

**Students who submit forms too late for pre-approval prior to travel will NOT receive BSCI Travel Funds.**

#### **AFTER YOU HAVE RETURNED FROM TRAVELING**

6. Within 14 days of returning from your travels, submit the following for reimbursement.
  - I. Submit a GSS Funding Form, official award letter, and proof of attendance to the conference (examples include a copy of your conference badge or a photo of you presenting at the conference) to GSS - details are available on the website indicated above.
  - II. For Departmental reimbursement you will need an *Expense Statement* (example attached - form can be found in the forms library under “Faculty Forms”), your original receipts (including food receipts), proof of attendance, as well as a copy of the



confirmation email from either the Domestic Travel Committee or the International Travel Committee. After completing the forms and attaching all receipts, have your advisor sign your Expense Statement and submit the package to the Graduate Office.

Once approved by the Graduate Coordinator, you MUST complete an Expense Reimbursement request on Chrome River and upload the approved Expense Statement and receipts. For additional instructions, see the Chrome River Expense Reimbursement Guide at: <https://www.kent.edu/university-travel>

**All reimbursement requests should be completed within 14 days of returning from your travels.**

Procurement/Payments Only								Procurement/Payments Only				
DUE DATE: _____		<b>KENT STATE UNIVERSITY</b>						DOCUMENT #: _____				
VENDOR #: _____		EXPENSE REIMBURSEMENT						DOCUMENT #: _____				
								PROCESSOR: _____				
INDIVIDUAL'S NAME		ADDRESS		CITY		STATE		ZIP				
Your Name		Your current mailing address										
REASON FOR EXPENDITURE		FUND/INDEX NAME		FUND/INDEX #		ACCOUNT #		Amount				
The name of the conference												
		FUND/INDEX NAME		FUND/INDEX #		ACCOUNT #		Amount				
COMMODITY DESCRIPTION				COMMODITY CODE #		AMOUNT						
DATE	TRAVEL POINTS	TIME OF DEP. & ARRIV.	TRANSPORTATION			LODGING	MEALS		MISCELLANEOUS		TOTAL	
			AIR, BUS, TRAIN, ETC.	PERSONAL CAR	OTHER (TAXI, ETC)		BREAK-FAST	LUNCH	DINNER	AMOUNT		EXPLANATION
				MILEAGE	AMOUNT							
1st date of travel												-
2nd date of travel												-
etc.												-
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<b>TOTALS</b>			-		-	-	-	-	-	-		-
I HEREBY CERTIFY THAT THE EXPENSES LISTED ABOVE WERE INCURRED BY ME AND ARE IN COMPLIANCE WITH UNIVERSITY POLICIES AND REGULATIONS.			APPROVAL(S)		DATE		LESS TRAVEL ADVANCE					
							LESS EXPENSES UNAUTHORIZED					
			VP (IF REQUIRED)				AMOUNT TO BE REIMBURSED (OR RETURNED TO)					
SIGNATURE OF TRAVELER		DATE					SUBMIT FORM TO Procurement/Payments					
REMARKS								2-2607 237Michael Schwartz Center				

Put your cost for each night's lodging on the appropriate date line- you should not exceed the allowed lodging per diem. Also, your lodging receipt must include your name.

Check your math.

Use receipt amounts. Do not exceed per diem rates for each meal. - fill out as much as is needed for each day to cover your expenses. Also provide your receipts.

Be specific about the time you left and the time you returned as it affects your per diem

Sign. When you sign you are stating that you are not committing fraud

If you used any of the following types of transportation, put in the cost associated with it.

This refers to "other" costs, such as parking or taxis.

If you used a car, figure out your mileage.

Have your advisor (first) and the graduate coordinator (second) sign prior to uploading with Chrome River reimbursement submission.