



**DEPARTMENT OF BIOLOGICAL SCIENCES**

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**Interdepartmental Correspondence**

Date: May 24, 2018  
To: Graduate Students in BSCI Laboratories  
From: Heather Caldwell, Graduate Coordinator  
Subject: BSCI Travel Funds for 2018-2019

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For the 2018-2019 fiscal year (July 1, 2018 through June 30, 2019) the Department of Biological Sciences (BSCI) will continue to offer travel funds to PhD and MS students working in BSCI laboratories who are *presenting at a conference* (domestic or international). After you have applied for funds from Graduate Student Senate (GSS) the Department will pay the remaining expenses for one conference a year in the range of \$1000-\$1200, depending on the money provided by GSS (the max total of both funding sources is \$1500).

This year, it is our expectation that you will do all that you can to keep your expenses as low as possible. This means flying at less favorable times, with connections, and having multiple roommates. As such, if there appears to be excessive cost associated with your travel, you will be asked to provide a statement justifying the expense. Lastly, car rentals must be pre-approved and the justification for the request provided on your Request for Travel Funds form; essentially, if you are not in a rural setting or transporting a large number of people car rentals will not be approved.

I would also like to remind you that this is a perk of being a graduate student in a BSCI laboratory and as such it is important that you follow the instructions outlined on the next page. *\*Faculty members with travel funds for students budgeted on extramural awards should use such funds prior to requesting funds from the Department.*

The following steps will ensure reimbursement through Graduate Student Senate for your conference presentation and BSCI Travel Funds:

## **PRIOR TO TRAVELING**

1. It is **REQUIRED** that funding be requested from Graduate Student Senate first. Requests for funding from Graduate Student Senate must be submitted before the start of each semester, the deadlines can be found at <http://www.kent.edu/graduatestudies/gss-awards>. Failure to apply for GSS without a justification may result in a \$300 reduction in the amount that will be reimbursed by the department
  - a. GSS Money
    - i. For domestic travel, GSS has been awarding \$415 (this number is however, known to change), which will be deposited directly into your Bursar account.  
<http://www.kent.edu/graduatestudies/gss-domestic-travel>.
    - ii. For international travel a maximum reimbursement of \$1,500 may be approved.  
<http://www.kent.edu/graduatestudies/gss-international-travel>
    - iii. Students may receive one award, per category, per academic year.
2. Complete the attached [Request for BSCI Travel Funds](#) request form- obtain your advisor's signature and *submit the form to the graduate office*- signatures from the Graduate Coordinator and Chair will be obtained. **This form needs to be turned in after you submit your form to GSS and a minimum of two weeks prior to your planned travel.** If your projected expenses seem high you will be asked to provide a written justification for the cost. If you are requesting a rental car, you will need to provide a justification on the form.

*\*\*Students that submit forms too late for the Graduate Coordinator and Chair to sign prior to travel, or forms which are submitted after travel, will not receive a BSCI Travel Funds.\*\**

3. As the conference approaches, submit the [Absence Authorization form](#). This form is attached to this email or can be found in the office, or on the BSCI website, and confirms that arrangements have been made if you will be absent from your lab teaching assignment and also provides contact information if you need to be reached. Turn this form in to the graduate office.

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

4. The final step [must be completed within 14 days after your travel has concluded](#). A [GSS Funding Form](#), an official award letter, and proof of attendance to the conference (a copy of the front page of the program and the page your abstract is printed on, for example) must be submitted to GSS- details are available on the website indicated above.

For your Departmental reimbursement you will need an [Expense Statement](#) (Example attached-can be found in the forms library under “Faculty Forms”), your original receipts (food exempted because of the per diem), 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 and the graduate coordinator sign your expense statement and then submit the package to the Department’s Business Manager, Robin Wise; she will make the check request. If this form is not submitted within 14 days the Department will not reimburse your travel expenses.

\*\*For any expenses that are shared, the individual requesting a reimbursement will need to provide proof of their contribution- this is best achieved by their credit card being charged their % and this being indicated on the submitted receipt.

\*\*Students are permitted to use per diem rates (<https://www.kent.edu/bas/forms-guidelines-policies-and-procedures>) for food purchases- though, you should only be requesting a reimbursement for what you actually spent to eat, less any alcohol expenses. *Keeping your receipts can help to estimate this cost!*

TRAVEL CHECKLIST:

✓	Timeline	Task
	At the start of the semester	Request funding from GSS- 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 the "Request for BSCI Funds" form that details your expected cost and turn it in to the graduate office after your advisor has signed.
	At least one week prior to travel	Fill out an "Absence Authorization" form, have your advisor sign it, and turn it into the graduate office.
	Within 14 days of your return	<p>Submit your "GSS Funding form" form with the required materials to GSS.</p> <p>For the Department, fill out an Expense Statement and have your <u>advisor</u> sign it as well as the <u>graduate coordinator</u>. You then need to turn in this form in along with your receipts (except food), proof of attendance, and confirmation of GSS funding to the <u>BSCI Business Manager</u> for the check request to be made.</p>

cc: BSCI Graduate Faculty

Procurement/Payments Only	<b>KENT STATE UNIVERSITY</b>	Procurement/Payments Only
DUE DATE: _____	EXPENSE REIMBURSEMENT	DOCUMENT #: _____
VENDOR #: _____		DOCUMENT #: _____
		PROCESSOR: _____

INDIVIDUAL'S NAME	ADDRESS	CITY	STATE	ZIP
<i>Your Name</i>	<i>Your current mailing address</i>			
REASON FOR EXPENDITURE	FUND/INDEX NAME	FUND/INDEX #	ACCOUNT #	Amount
<i>The name of the conference</i>				
	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								
<i>1st date of travel</i>												-
<i>2nd date of travel</i>												-
<i>etc.</i>												-
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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
			AMOUNT TO BE REIMBURSED (OR RETURNED TO
SIGNATURE OF TRAVELER	DATE		
REMARKS	VP (IF REQUIRED)		

SUBMIT FORM TO Procurement/Payments  
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.

Check your math.

Using the per diem rates for each meal fill out as much as is needed for each day to cover your expenses.

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

Sign

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

If you used a car, figure out your mileage.

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

Have your advisor and graduate coordinator sign prior to submission to the business manager