

Graduate Student Travel Policy

2016-2017

PURPOSE

1. The School of Criminal Justice is committed to encouraging graduate student travel for enhancing research, scholarly activity, and professional development
2. The purpose of this document is to provide general guidelines for travel by graduate students in the School of Criminal Justice. Students are responsible for informing themselves of all university travel policies and procedures through the travel website at www.txstate.edu/gao/ap/travel/.

APPLICATION PROCEDURES

3. Student travel requests will be funded by the School of Criminal Justice, the Dean of the College of Applied Arts, and the Dean of the Graduate College. Graduate students should submit proof of paper/poster acceptance to the conference along with a complete *Graduate Student Travel Request* PRIOR to travel to the Administrative Assistant for the program. The requests may be found at the following web page:
http://www.gradcollege.txstate.edu/docs/Grad_Travel_Fund_Request.pdf
4. Students may apply for reimbursement of airfare, ground transportation (e.g., bus, train, cab fare) PLEASE NOTE RENTAL CARS ARE NOT COVERED, lodging, per diem meal expenses, and conference registration fees. Mileage to and from the home airport and airport parking are not reimbursable. Ground transportation costs will be limited to \$75 per trip. Mileage for in-state travel is paid at a rate of 56 cents per mile. Mileage should be calculated to/from university to/from conference hotel and distance verification from Mapquest must be provided.
5. Student applicants must itemize the expenses on their form and use the per diem meal figures and current GSA hotel rates for the travel area as provided by the Texas State Travel Office at the following web address: <http://www.gsa.gov/portal/category/21287> . Please note that the per diem for the first and last days of travel are only paid at 75% of the listed rate.
6. Improperly completed application forms will be returned to the student for corrections.

DISTRIBUTION OF FUNDS

7. Students will be limited to a maximum of \$1,000 per fiscal year. Additional funding of \$500 may be granted to advanced doctoral students and will be reviewed on a case-by-case basis.
8. Student travel funds will be limited to students presenting papers, and proof of paper/poster acceptance must be submitted with application.
9. Travel reimbursement will be limited to 3 nights/4 days per conference or meeting. Expenses for additional travel days are the sole responsibility of the student. Students are encouraged to share rooms when multiple students are traveling to the same conference. Please note that when sharing rooms you must obtain a hotel receipt with your name on it to be reimbursed.

10. Students will only be reimbursed up to the amount approved on their reviewed travel request. Any expenses above this amount are the sole responsibility of the student. The student must provide receipts for all expenses incurred except meals.
11. Students must notify the office of any trip cancellations. Students will NOT be reimbursed for any charges incurred due to cancellation of trip or missed flights.