

SOCIOLOGY DOCTORAL STUDENT REQUEST FOR TRAVEL REIMBURSEMENT

Sociology doctoral students are allocated \$2,000 during their academic career for travel. This funding is restricted and can only be used for travel to professional meetings and conferences at which they will present a paper. Reimbursement requests will be processed upon completion of travel. The other side of this form lists required attachments and other travel policies. If all expenses do not fit on this form, please also attach the "additional travel expenses" form (page 3 of this document).

All reimbursement request paperwork must be submitted directly to Sarah Giberman.

Student Name:	Email:
Student ID #:	Date submitted to Dept:
Conference Name:	
Title of paper presented:	
Conference Date(s):	Location:

FLIGHT	From:	To:
	Date of departure:	Date of return:
	Airline:	\$

LODGING	Check-in Date:	Check-out Date:
	Hotel Name:	\$
	Roommate(s) (if applicable):	

OTHER	Time/Date:	Description:
	Location:	\$

TOTAL REIMBURSEMENT AMOUNT REQUESTED: \$ _____

STUDENT SIGNATURE: _____ **DATE:** _____

This section for office use only:

NTE: _____ **SG Signature:** _____ **Date:** _____

TOTAL PROCESSED: _____ **PROCESS DATE:** _____

Please return to Sarah Giberman once entered and submitted. **OK to approve? Yes** _____ **No** _____

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University policies related to reimbursement of travel expenses are located in the Administrative Guide 36.7 http://adminguide.stanford.edu/36_7.pdf

YOU MUST ATTACH THE FOLLOWING:

- 1) A copy of the program showing dates / place / title of conference or meeting; please include the page that lists your presentation.
- 2) The [Certification Student Travel Form](#) - signed by your advisor.
- 3) Dated, original itemized receipts AND proof of payment. All receipts should have the actual charge to your credit card listed. If your receipt(s) does not list the amount, the type of card (Visa, Amex, etc.) with the last four digits of the card (usually listed in this format:1234) then you will have to provide a copy of the credit card statement as proof of payment. If you paid by check, you will need to submit a copy of the cancelled check.

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EXAMPLES OF ACCEPTABLE DOCUMENTS:

AIRLINE TICKETS: Itinerary / invoice or e-receipt, showing proof of payment. If the travel is funded by government contract or grant and is to or from a foreign country, travel must be on a U.S. flag carrier and the proper airline code referenced on the ticket.

CAR RENTAL: Contract, itemizing all charges, and proof of payment (Additional Insurance is not needed and not reimburseable.)

LODGING: Itemized bill showing all charges and proof of payment, unless per-diem is claimed

MEALS: Receipts itemizing charges, with names of attendees, and proof of payment such as the signed credit card receipt. Please note on receipt what portion, if any, was alcohol.

PER DIEM: Per diem is based on location and actual dates of stay. If you would like to claim per diem, you may ask for “per diem meals and lodging,” or “per diem meals only.” If you choose to be reimbursed per diem, you must do so for the duration of the trip, and will not be reimbursed for itemized lodging and/or meal expenses.

RECEIPTS ARE NOT REQUIRED FOR:

- Expenses under \$75. Record amounts for accurate reimbursement.
- Mileage. Route and record miles via mapquest.com.
- Meals and lodging if claiming per diem rates.

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ADDITIONAL TRAVEL EXPENSES

Attach this page to page to your request to itemize additional expenses.
All reimbursement request paperwork must be submitted directly to Sarah Giberman.

Time/Date:	Description:
Location:	\$

Time/Date:	Description:
Location:	\$

Time/Date:	Description:
Location:	\$

Time/Date:	Description:
Location:	\$

Time/Date:	Description:
Location:	\$

Time/Date:	Description:
Location:	\$

Time/Date:	Description:
Location:	\$

Time/Date:	Description:
Location:	\$

Time/Date:	Description:
Location:	\$

STUDENT SIGNATURE: _____ **DATE:** _____