

## Sociology Graduate Student Conference Travel Guidelines/Request Form

1. You must present a paper at a conference in order to qualify for this travel support.
2. Fill out the travel request form below and return with signature to Sue Ann Sciandra no later than two weeks prior to your travel.
3. Once you return from the conference, you will need to provide Sue Ann with proper documentation in order to get reimbursed. This includes original receipts and your conference program. See the back of this form for documentation examples.

### Sociology Graduate Student Travel Request Form

Student Name: \_\_\_\_\_

Conference Name, Date, and Location: \_\_\_\_\_

Are you also applying for GSA support? Yes No

Below please indicate the total estimate cost, requested department support, and (if applicable) any GSA support. This year's departmental reimbursement limit is \$200.00

|  | Estimated<br>Total Cost | Requested<br>Department Support | Requested<br>GSA Support |
|--|-------------------------|---------------------------------|--------------------------|
| <input type="checkbox"/> Airfare                 | _____                   | _____                           | _____                    |
| <input type="checkbox"/> Hotel                   | _____                   | _____                           | _____                    |
| <input type="checkbox"/> Meals                   | _____                   | _____                           | _____                    |
| <input type="checkbox"/> Conference Fees         | _____                   | _____                           | _____                    |
| <input type="checkbox"/> Other (please describe) | _____                   | _____                           | _____                    |
|  | _____                   |                                 |                          |

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Return completed form to Sue Ann Sciandra no later than two weeks prior to travel.  
Funding is contingent upon availability of funds. Sue Ann will notify student regarding  
funding decision prior to conference.*

## Guidelines for Reimbursement

In order to get reimbursed, you must provide the department with **original receipts and a copy of the conference program showing your participation**. The following are examples of reimbursement documents you need to turn in to get reimbursed:

- Airline boarding passes;
- Online airline reservation that has payment listed;
- Itemized lodging bill – verify to make sure it shows a zero balance. May need credit card statement to verify payment if online reservation. If you are sharing a room, you should pay for half of the lodging and request a separate bill for yourself;
- Conference agenda and/or program, including documentation of conference single room rate (if hotel is to be reimbursed);
- Original receipts for food, tolls, etc.;
- Date and time you departed from and returned to Buffalo.

Note that if you are requesting GSA support, they will need a letter from the department indicating the amount and items reimbursed. It is important to coordinate these reimbursements to ensure a smooth reimbursement process.

If you have any questions regarding this form or reimbursements, please feel free to contact Sue Ann Sciandra at [sas15@buffalo.edu](mailto:sas15@buffalo.edu) or in 434 Park.