

Appendix III - Travel Support

Travel Support for Student Presentations at Professional Meetings Part of becoming a research scientist is learning how to share work with peers. Presentations at professional meeting are one way for ESGP graduate students to learn how to present their work. ESGP has budgeted funds to assist students presenting papers or posters at professional meetings. ESGP students are entitled to up to \$1000 in travel support per fiscal year (July 1-June 30). **The request must be submitted in advance of the meeting.**

The University requires the on-line spend authorization for travel to be approved before the trip begins.

To receive this travel money, the following must submit to the ESGP Graduate Program Coordinator, Kelly Malone at malone.381@osu.edu before the trip:

- Cover letter detailing the trip, other travel funds, and presentation information. Letter must list any funds coming from another source of funding.
- Copy of conference acceptance letter. Student must be presenting an abstract, paper, a poster, or be doing an oral presentation. Funds are not available for attending meetings or conferences without participation.
- Breakdown of all expected expenses:
 - conference registration (include receipt or screenshot of amount)
 - airline (include receipt or screenshot of ticket amount) or miles (include google map to conference location)
 - hotel (include receipt or screenshot of amount)
 - [per diem](#) amounts broken down by day. Please make sure to note the prorated per diem amount on the first and last day of travel and any meals provided by the conference should be subtracted from the day's rate.
 - Please note that we do not cover any extra activities at conferences, passport fees, or vaccine fees.
- Link to conference home page giving basic information and dates. This can be web link or photocopy of web home page of conference.
- Citation of conference presentation

Once the travel request is approved by ESGP, you will need to enter a spend authorization in Workday. I will send you an email approving the funds.

If you have no additional support for the trip please add all estimated expenses HOWEVER, only list a dollar amount for expenses up to the \$1000 ESGP will reimburse.

For example:

Airfare: \$250 (and attach a printout from a travel website or directly from the airline showing the price of the ticket)

Lodging: \$650 (attach something showing the housing cost if you have it)

Per Diem: \$150 (you'll need to calculate that amount using the [per diem website](#))

Conference Registration: \$0

Ground Transportation: \$0

PLEASE MAKE SURE YOU NOTE IN THE JUSTIFICATION FOR THE SPEND AUTHORIZATION THAT THE MAXIMUM REIMBURSEMENT FROM THE ENVIRONMENTAL SCIENCE GRADUATE PROGRAM IS \$1000 AND REMAINING EXPENSES TO BE PAID BY YOU AND ATTACH THE EMAIL I SEND TO YOU.

If you have additional support for the trip, add all expenses and the amounts. You should **MAKE SURE YOU NOTE IN THE JUSTIFICATION FOR THE SPEND AUTHORIZATION THAT THE MAXIMUM REIMBURSEMENT FROM THE ENVIRONMENTAL SCIENCE GRADUATE PROGRAM IS \$1000 AND REMAINING EXPENSES TO BE PAID BY <the other source> AND ATTACH THE EMAIL I SEND TO YOU.**

Please let Kelly know if you are asked to provide the ESGP work tags at the time you submit the spend authorization.

After the trip, enter your expense report, using the work tags provided by our program, and upload all original, itemized receipts and the conference program showing your presentation. These items are needed to complete the reimbursement process. Also, if a personal credit card is used to pay for a hotel stay or airline ticket, for example, the receipt must include the last 4 digits of the credit card. If not, we also must have a copy of the credit card bill showing the expense was paid, with the amount matching the receipts submitted.

For more information on OSU Travel Policies go to <https://busfin.osu.edu/buy-schedule-travel/travel> or contact Kelly Malone at malone.381@osu.edu.