

## Resident PFP PhD Student Travel Policy

### Departmental Funding

Funding will be allocated according to Texas Tech University and State travel regulations (OP 79.01). Total allocation cannot exceed what is allowed by law. Departmental funding will only be provided to resident PhD students. Funding is limited to two trips per academic year. The department will provide \$150 as a graduate school match\* when presenting a paper, poster, or serving on a panel. The department will also provide \$500 towards a trip where no presentation is required (or a second trip where a presentation is given).

Only expenditures up to the allocated amount are guaranteed for reimbursement. Once your departmental travel funds are depleted, no further travel funds will be considered or awarded on behalf of PFP.

Please note that TTU does not allow for reimbursement when using online travel booking services such as Expedia, Travelocity, Orbitz, Hotels.com etc. Travel arrangements made through these agencies will be denied reimbursement. Also, when booking through Southwest, Business Select is not a reimbursable fare since the benefits gained are not a requirement for travel. Early bird fees are also not reimbursable.

### Departmental Application Process

#### Prior to Departure

The “*Application for Official Travel*” and “*Estimated Travel Expenses*” forms must be submitted to PFP’s travel preparer, Dawn Abbott, at **least ten (10) business days prior to departure. According to TTU policy, reimbursement for travel will NOT be provided if forms are not submitted prior to travel.**

The following documents are required to ensure reimbursement:

- **Completed “Application for Official Travel”** – include details such as the full name of the conference and the specific purpose for attending - if presenting; provide the title of the paper/poster/panel you will be presenting.
- **Completed “Estimated Travel Expenses”**

#### Upon Return

All **original receipts** must be turned in to your travel preparer, within **five (5) business days** upon your return.

- **Airline Reservation and Itinerary** – proof of payment must be shown on receipt
- **Hotel Portfolio** – documentation must be on official hotel letterhead and show the total amount for your stay along with proof of payment resulting in a zero balance remaining at check-out. If sharing a room, please have the hotel split the bill and issue separate receipts in each guest’s name.
- **Conference Registration and Schedule** – provide only if registration fee was paid out of pocket and is to be reimbursed as part of travel expenses. Schedule provided should show meals, if any, provided at the Conference.
- **Meal Receipts** – reimbursements will not be provided if meals were available at the same time by the Conference. Any alcoholic beverage purchases will be deducted from the amount to be reimbursed. Total amount provided as reimbursement will not exceed the location’s per diem limit.
- **Other Receipts** – provide receipts for all expenses incurred such as parking, taxi or public transportation, excess baggage fees, etc.

### \*Additional Funding Sources

The Graduate School has additional funds available for presentations at professional conferences. In order to obtain Grad School funds, applications must be submitted according to the Graduate School’s guidelines at <http://www.depts.ttu.edu/gradschool/current/travel.php>. When applying for funding from the Grad School, all documentation must be routed through your PFP travel preparer. All application materials needed by the Grad School must be received by PFP at least **35 business days prior to departure.**