



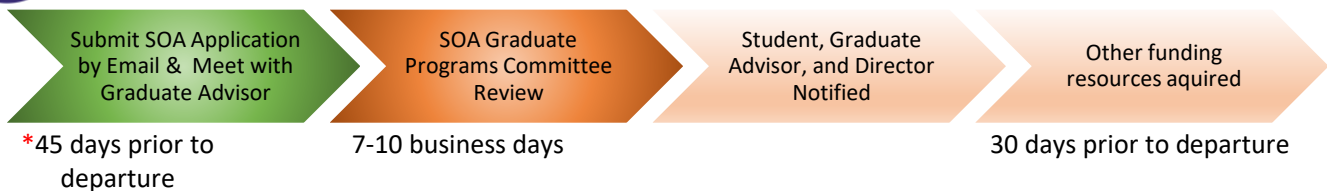
School of Art | Graduate Student Travel Guide

Under **TTU OP 79.08**: Reimbursement of Travel Expenses, the School of Art (SOA) makes travel funds available to currently-enrolled graduate students for the purpose of research. All travel must be for the benefit of the institution. Funding is determined based on the legitimacy of the proposal, and the availability of funds in the SOA. Funding is more likely awarded if you are presenting a paper at a conference, rather than simply attending it. If funding is for research, please provide an additional justification letter (of about 100-200 words) from your professor.

Graduate Travel Funding Request Form



It is the student's responsibility to download the form from the **School of Art website** and submit the form on time with pre-approval signatures from area faculty.

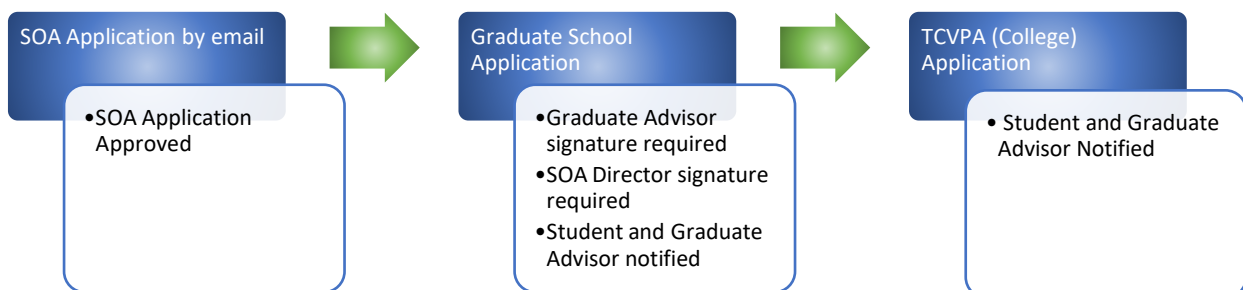


Graduate Travel Requirements

- **The funding application must be submitted prior to departure.** The student must submit the form to the chair of the Graduate Programs Committee with all support materials as needed.
 - *Domestic Travel – application submitted 45 days prior to departure
 - *International – application submitted 60 days prior to departure
 - The Office of International Affairs (OIA) requires approval even for zero-cost travel.
 - Requests for travel to a nation that is under a Travel Advisory issued by the U.S. State Dept. may not be approved.
 - To comply with Federal Export Control regulations, the following information is required in the trip description: a list of all destinations, destination contacts, destination affiliations, and business equipment/supplies that will be taken with the traveler.
 - International Student travel requires the Emergency Contact Release Form and the Release & Indemnification Agreement Form to be completed and sent to the OIA.
- The university shall minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances.

Other Funding Resources

It is the student's responsibility to seek out additional resources to help fund their travel. In most instances, other departments will **ONLY** review your funding request **after you have secured funding** in your home department.



Reference Guide for Travel Cost Reimbursement for Graduate Students

Texas Tech University does not reimburse travel arrangements made through third-party systems, for example, Expedia, Hotels.com, etc.

Airfare – Keep the original detailed itinerary/receipt, showing the names of the passenger and the airline, ticket number, class of transportation, fare basis code, the amount paid, and the scheduled departure and return dates and times.



Lodging – When checking into the hotel, make sure you present the front desk clerk with a hotel tax exemption form. You will not be reimbursed for Texas state hotel tax. Tax exemption forms are available in the Travel Office or through your departmental travel preparer. For lodging in the other 49 states, you can be reimbursed for lodging expenses up to the federal locality-based rate. See your departmental travel preparer for a listing of these rates. If traveling internationally, actual lodging expenses will most likely be reimbursed.

- **Conference Hotels** – For lodging at a conference hotel where the rate is greater than the allowable, you may be allowed the difference. You will need documentation that your hotel was a conference hotel. Save a copy of the program or print out the information from the conference website.
- **Sharing a Room** – When sharing a room with another student, ask the hotel to prepare **separate receipts**. If they will not do this, try to get all names listed on the receipt.
- Keep the **original detailed receipt** showing your name, the name and location of the hotel, daily itemization of charges, and the amount paid. The receipt must show a zero-balance due.



Rental Cars – Only rent cars from Avis, Enterprise, or Hertz and tell them you are with the State of Texas and provide them with the contract number. The state contract rate includes a loss damage waiver, and you will only be reimbursed for mandatory charges, not optional items.

- Sharing a Rental car – Rental car expenses may not be split between travelers. Only one traveler will be reimbursed for the rental car. If you share the gas expense, each traveler must submit their own gas receipts.
- Size of Rental Car – Only rental for compact, intermediate, or full-size sedans are reimbursed. If you need a larger vehicle, you must justify that choice in writing.
- **Personal Cars** – You can claim gasoline or personal auto mileage, **but not both**. If claiming mileage, documentation from MapQuest or Google Maps showing the mileage from city-to-city is required. Personal vehicle mileage may not exceed the cost of a contracted rental vehicle.



Meals – Department matching or other sources not exceeding the commitment, may be used for food or other travel expenses. Meals are automatically prorated based on the time of departure from and return to Lubbock. The times on your voucher must be accurate.



- For meals in the 50 United States, meal expenses will be reimbursed only up to the per diem allowance for that meal. (The university does not reimburse tips.)
- For meals during international travel, keep and submit actual receipts.
- Meals included in the registration fee or lodging fee should not be claimed.
- You will not be reimbursed for entertainment or personal expenses (sightseeing tours, tee shirts, etc.)

I have read and understand the Reference Guide above.

Signature of Applicant

Date

(Failure to sign will result in a decrease of your award up to a complete revocation of your award.)

NOTE: It is the student's responsibility to ensure that ALL approved forms are provided to the travel preparer 45-60 days PRIOR to departure.