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# CONFERENCE TRAVEL GUIDE

# How to Get Funding to Travel to Present Your Research or Creative Work

An important part of research and creative activity is sharing the results of your work, but participation in conferences and exhibitions can be expensive. This guide will help you find ways to reduce the cost of conference travel and to get reimbursed for some or all your conference travel expenses.

Many units at Illinois State University offer travel funding for students. As soon as your work is accepted for presentation, you should begin to apply to these offices for funding. You will likely need funds from many sources to cover the cost of your trip.

Note that:

* Only students whose work has been accepted for presentation at a conference/event are eligible to receive funds from campus sources.
* Generally, money is not provided up-front. Rather, the university offices reimburse travelers for eligible expenses. It is important to save your receipts for registration, travel, lodging, meals, and other allowable expenses.
* Although you may be able to receive a travel award after the travel has occurred, it is better (and required in some cases) that you apply for funding *prior* to your travel.
* Once your travel is complete, you will need to fill out a *travel voucher* to submit along with your receipts to the appropriate office. This may be your department office, the Office of Student Research (OSR), or the graduate school depending the on source(s) of funding that you receive. You should use the OSR budget form (below) for OSR Pinion Grants, or the Travel Office’s [non-employee travel voucher form](https://travel.illinoisstate.edu/forms/)

# Find Funding to Support Your Travel

If you are planning to present your work at a conference, start your search for funding early. Here is how to do it:

1. Save the notification that your conference poster, paper, or juried artwork has been accepted for participation.
2. Find out whether the conference organizers or your professional association offer grants, student discounts, or other travel funding. Sometimes students can receive discounted registration or other benefits in exchange for helping with conference logistics.
3. Create an estimated budget that includes:
   1. conference/event registration fees
   2. air/bus/train fare or vehicle mileage (including ride share, taxi expenses)
   3. hotel/housing costs (Take advantage of special hotel conference rates)
   4. food (except meals provided by the conference as part of your registration)

Feel free to use that **Office of Student Research’s** [**Estimated Expenses/Travel Voucher form**](https://illinoisstateuniversity-my.sharepoint.com/personal/glhunt2_ilstu_edu/Documents/OSR/FUNDS%20for%20Students/Pinion%20Travel%20Grants/FY24/ADMIN/OSR%20Estimated%20ExpensesAndVoucher_FY24.docx) (also below).

1. Ask your Department/School about potential travel funding. Many units offer student travel funding, as do student organizations, for instance:
   * Chemistry Club Travel Awards: <https://chemistry.illinoisstate.edu/academics/scholarships/>
   * Sociology and Anthropology, Scott Elliot Award for student conference travel <https://soa.illinoisstate.edu/academics/scholarships-awards/>
   * Department/Schools might have certain requirements for receiving money, please ask about those requirements when talking to them about funding.
   * Some of the funding you receive may go directly to your department to offset travel and hotel costs that the department has incurred on your behalf.
2. Ask your college Office about funding and apply for these awards. Note that these funds often run out:
   1. **College of Arts and Sciences** [Student Travel Fund Application](https://cas.illinoisstate.edu/studentlife/travel/): *(open to undergrad and grad students)*
   2. **College of Applied Science and Technology** [Student Travel Grant](https://cast.illinoisstate.edu/research/#Travel-Funds-Options3)
   3. **Winsook Kim School of Fine Arts** [Student Project Grants](https://forms.illinoisstate.edu/forms/wonsook_kim_college_of_fine_arts_student_grant_application) (includes funding for travel)
   4. **College of Education** [Student Travel Grants](https://education.illinoisstate.edu/faculty_staff/awards/) (scroll to bottom of page for link to Student Travel Grants)
3. Request additional sources of funding from campus-wide offices, such as:
   1. [Office of Student Research Pinion Travel Grants](https://studentresearch.illinoisstate.edu/funding/)
   2. [University Research Symposium Grants](https://grad.illinoisstate.edu/events/symposium/). The University Research Symposium grant is only available to students who have participated or will participate in the University Research Symposium

# Before You Travel

Read the ISU Travel Guidelines <https://travel.illinoisstate.edu/> and pay particular attention to reimbursements <https://travel.illinoisstate.edu/reimbursements/> so that you know which expenses are allowable and know which documentation/receipts you will need for when completing your travel voucher for reimbursement.

# During and After Travel

### If you are planning to include meal expenses, it is a good idea to calculate what your per diem will be before purchasing food using the [per diem calculator](https://travel-v3.webdev.illinoisstate.edu/reimbursements/perdiem/perdiemreimbursementcalculator.html). When using this tool, it says to “check all meals that were provided.” In other words, check the boxes next to meals that were provided to you as part of your hotel stay or conference, at no extra charge (e.g. breakfast included with your hotel stay). This does NOT include meals you provided for yourself. **Take a screenshot of the total to submit with your voucher**. Instead of per diem, you can also turn in meal receipts.

* Please [read through what is allowable](https://travel.illinoisstate.edu/reimbursements/) and make sure to save your documentation/receipts for when you need to complete your travel voucher for reimbursement.
* If you want your refund direct deposited, please fill out the [ACH form](https://travel.illinoisstate.edu/downloads/ACHAuthorization_121020_Final_.pdf) and submit it to [ISU’s secure file transfer service](https://sendto.illinoisstate.edu/filedrop/achaccountspayable) when finished.

### Obtain the appropriate voucher form to fill out.

* + Students (even students employed at the university) can use the [Non-Employee Travel Voucher](https://travel.illinoisstate.edu/downloads/FY23%20Non-Employee%20Travel%20Voucher%20.doc), or use the form provided by the department/school/RSO providing the funds.
    - Contact the appropriate unit with questions
  + If you have an OSR Pinion Travel Grant, you will use the [Estimated Expenses Form](https://studentresearch.illinoisstate.edu/downloads/funding/OSR%20Estimated%20Expenses_FY24final.docx) that you originally submitted when applying for the grant. **Update the form with your actual expenses, and submit it with receipts to Matt Upholz at** [**msuphol@ilstu.edu**](mailto:msuphol@ilstu.edu) **within two weeks of your return.**

### If you have difficulties filling out the form or have any other questions that the [travel reimbursements website](https://travel.illinoisstate.edu/reimbursements/) does not answer, please contact Matt Upholz at [msuphol@ilstu.edu](mailto:msuphol@ilstu.edu)

### Make sure you list any other grants and who you may have shared any expenses within the notes section of the travel voucher. If you need more room, a separate sheet of paper works just fine.

* For all vouchers, submitting one PDF that includes the travel form and receipts rather than several different attachments can speed up reimbursement.
* The Comptroller’s Office requires a signature on the travel form. Here are [instructions](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fhelpx.adobe.com%2Freader%2Fusing%2Fsign-pdfs.html&data=05%7C01%7Cbjrexro%40ilstu.edu%7Ce24e7e7903f04084e2e208db81829534%7C085f983a0b694270b71d10695076bafe%7C1%7C0%7C638246170065377300%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2BkpgUi%2BoDy57MifiPk8%2BeLl0ciAkkio5GuxG%2BHz7E14%3D&reserved=0) on signing a PDF.

Office of Student Research

Pinion Travel Grant

Estimated Expenses/Travel Voucher Form

# Instructions: Students will use this form at the time of application to list their estimated expenses for a Pinion grant AND when they return from travel to list their actual travel expenditures.

1. **Prior to travel, and as part of your application to the Pinion Grant,** please fill out this form with as much information as possible regarding your anticipated expenses and other sources of (potential) funding. Submit this form and proof of acceptance with your [application on InfoReady](https://ilstu.infoready4.com/#applicationGrid/1907435). For information on allowable expenses, visit: <https://travel.illinoisstate.edu/reimbursements/>
2. **Upon return from your event**:
   1. Update this form with actual expenses.
   2. Attach receipts and per diem calculator.
   3. Sign the form (below)
   4. **EMAIL a pdf of the updated and signed form and any required receipts to Matt Upholz,** [**msuphol@ilstu.edu**](mailto:msuphol@ilstu.edu)**.** For timely reimbursement, please submit your materials within two weeks after your event.

# Student Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ULID/Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@ilstu.edu

University I.D. #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor/Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Event Information

Name of Conference or Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Travel Expenses: Use this table to enter parking, hotel, or other expenses.

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost** | **Explanation or Justification** |
| Registration |  |  |
| Flight/Transportation |  |  |
| Hotel |  |  |
| Per Diem/Meals\* |  |  |
| Other (explain): |  |  |
|  |  |  |
| **TOTAL Expenses** | **$** |  |

Please submit receipts for all expenses except meal per diems.

\*Meals will be reimbursed on a per diem basis up to $9.50 for breakfast, $13.50 for lunch, and $25.00 for dinner for meals not provided by conference or workshop. (In-state per diem is $8.50, $12.50 and $23.00)

Click the link to use the [per diem calculator](https://travel-v3.webdev.illinoisstate.edu/reimbursements/perdiem/perdiemreimbursementcalculator.html). You may print it and attach it in lieu of listing meals. When filling out the per diem calculator, it will ask you to CHECK ALL MEALS THAT WERE PROVIDED. That means the meals provided by the conference or the hotel breakfast.

Note: Additional **reimbursement information can be found** [here](https://travel.illinoisstate.edu/reimbursements/).

**If Transportation includes mileage**, we will need the following information – mileage will be reimbursed up to $.655/mile. You do not need to submit gas receipts if you’re claiming mileage.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Departure Location | DepartureTime | Arrival Location | Arrival Time | Miles Traveled | Cents per Mile | Total MileageReimbursement |
|  |  |  |  |  |  | 65.5 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

# REQUESTED FUNDING

Be sure to ask your school/department and college about possible travel funding and, if applicable, apply for a University Research Symposium Grant. List these requests below.

|  |  |  |
| --- | --- | --- |
| **Unit** | Amount Requested | Amount Received |
| School/Department |  |  |
| College |  |  |
| University Symposium Grant |  |  |
| Other (e.g. Professional Assn) |  |  |
| Office of Student Research (max $300) |  |  |

# STUDENT SIGNATURE (only required **after** travel)

Please **print and sign** the completed form below. **NOTE: Typing your name will not suffice as a signature.**

**OR**

Use an Adobe digital signature which must include a date and time stamp. See the instructions below.

<https://helpx.adobe.com/sign/using/digital-signatures.html>

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For office use only:*

*Account # 10400-02-304100002-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Voucher #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Amount approved $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*