**Office of Student Research**

**Pinion Travel Grant**

**Estimated Expenses/Travel Voucher**

Instructions

Use this form to apply for the Pinion grant AND to submit actual expenses after you return from travel.

1. As **part of your application to the Pinion Grant, prior to travel:** 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. **After your travel, to request reimbursement**, see instructions on **page three** of this form. Please file form within 2 weeks after conference.

Student Information

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

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

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

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

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

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

**PLEASE CHECK ONE**

|  |  |  |  |
| --- | --- | --- | --- |
| Are you present in the US on a visa status?  |[ ]  **YES** |  |[ ]  **NO** |

If you checked yes, please fill out [**W-8BEN**](https://accountingoffice.illinoisstate.edu/downloads/forms/Form%20W-8BEN.pdf) and submit [**here**](https://sendto.illinoisstate.edu/filedrop/uafiledrop)

Event Information

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

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

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

Travel Expenses

1. Enter estimated expenses (prior to conference) or actual expenses (after travel) on the table below.
2. For meals (per diem), you must use the [per diem calculator](https://travel.illinoisstate.edu/reimbursements/perdiem/calculator/oct2023-sep2024/). The meal worksheet will ask you to “Check all meals that were provided.” These are meals provided by the conference or the hotel at no extra cost to you and will be subtracted from your reimbursement. Note: When traveling abroad, email travel@illinoisstate.edu for the proper per diem calculator.
3. Print the per diem calculator worksheet and attach it to this voucher**.**
4. Submit receipts for all expenses except meal per diems**.**

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

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

**If you drove your own vehicle and your transportation expenses include mileage**, please complete the table below. Mileage will be reimbursed up to $.67/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 |
|  |  |  |  |  |  | .67 |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

ADDITIONAL FUNDING

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

**PLEASE CHECK ONE**

|  |  |  |  |
| --- | --- | --- | --- |
| Did you request/receive additional funding outside of OSR? |[ ]  **YES** |  |[ ]  **NO** |

If YES, please provide additional details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **UNIT** |  | **$$ REQUEST** | **$$ RECEIVED** |
|[ ]  School/Department |  |  |  |
|[ ]  College |  |  |  |
|[ ]  University Symposium Grant |  |  |  |
|[ ]  Other |  |  |  |

UPON RETURN

1. Update form above with actual travel expenses.
2. List your funding sources and amounts.
3. Gather needed receipts and updated **per diem calculator**

Signature (only needed after travel)

1. Sign and date below. **NOTE: Typing your name will not suffice as a signature,**but you mayuse an[Adobe digital signature](https://helpx.adobe.com/sign/using/digital-signatures.html) which must include a date and time stamp.
2. Create a pdf of this signed form and all needed attachments.
3. Email the pdf to **Matt Upholz** **msuphol@ilstu.edu**.

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

(Only required **after** travel)

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

*For office use only:*

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

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

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