

\$300.00

FY24

GR V2165195

10400_02_304100002_702000

Matt Upholz 83796

Office of Student Research
Pinion Travel Grant
Travel Budget Form

Student Information

Name: Morticia Addams School/Department: Morbid and Macabre

Home Address: 6402 Nunofurbizness Lane

City: Bloomington State: IL ZIP Code: 61704

ULID/Email Address: MAddams@ilstu.edu

University I.D. #: 888000111

Faculty Mentor/Sponsor: Dr. Gomez

Event Information

Name of Conference or Event: Rural Sociological Society Annual Meeting

Location: Burlington, VT

Dates: August 1 - August 6, 2023

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

Item	Cost	Explanation or Justification
Registration	125	
Flight/Transportation	353.34	Flight + mileage
Hotel	451.11	
Per Diem/Meals*	216	
Other (explain):	60	Checked Baggage
TOTAL Expenses	\$1205.45	

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](#). 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](#).

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	Departure Time	Arrival Location	Arrival Time	Miles Traveled	Cents per Mile	Total Mileage Reimbursement
8/1	Bloomington, IL	8:00 am	Chicago Airport	10:00pm	134	65.5	87.77
8/6	Chicago Airport	1:00 pm	Bloomington, IL	3:00pm	134	65.5	87.77

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)	\$300	

UPON RETURN

Update with actual travel expenses, attach receipts and per diem calculator, sign, date, and email a pdf of all documents to msuphol@ilstu.edu.

***NOTE* - Typing your name will not suffice as a signature.**

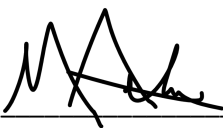
Please print, sign, and submit the form,

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: 8/6/2023

For office use only:

Account # 10400-02-304100002-

Voucher # _____

Amount approved \$ _____

Make checks payable to:
Rural Sociological Society
2053 JFSB
Brigham Young University
Provo, UT 84602

INVOICE 8632



Illinois State University
Morticia Addams
6402 Nunofurbizness Lane
Bloomington, IL 61704 United
States

Invoice # 8632
Invoice Date 06/14/2023
Invoice Due 07/14/2023

Amount Due	\$ 0.00
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Transactions

Description	Amount
Morticia Addams: Registration Fee - Student Registration - \$125.00	\$ 125.00

Payments

Description	Amount
Credit Card Payment - Mastercard 2049 on 06/14/2023	-\$ 125.00

Total Amount	\$ 125.00
Amount Paid	-\$ 125.00
Amount Due	\$ 0.00



Receipt

Reference Number 73574376

Date Registered 06/14/2023

Statement Date 06/14/2023

Event Annual Meeting of the Rural Sociological Society (RSS) On-Campus Housing

Event Details University of Vermont
Central Campus Residence Hall
170 Carrigan Drive
Burlington VT 05405

Event Date 07/31/2023 - 08/07/2025

Selection		Cost
Morticia Addams		
Processing Fee		\$ 2.95
Housing Location University Heights		\$ 395.00
Credit Card Processing Fee		\$ 17.35
Sub Total:		\$ 397.95
	VT State Rooms Tax	\$ 35.81
	Total	\$ 451.11

Billed To

Billing Company**Name** Morticia Addams**Address Line 1** 6402 Nunofurbizness Lane**City** Bloomington**US State** IL**Billing Zip/Postal****Code** 61704**Country** United States**Email Address** MAddams@ilstu.edu

Date	Transaction Type	Amount
06/14/2023	Transaction Amount	\$ 397.95
06/14/2023	VT State Rooms Tax	\$ 35.81
06/14/2023	Credit Card Processing Fee	\$ 17.35
06/14/2023	Online Credit Card Payment(xxxxxxxxxxxx4746)	\$ -451.11
Balance		\$ 0.00

Cancellation Policy

All cancellations must be made in writing via email to the University Event Services Summer Housing Team at summerhousing@uvm.edu. Cancellations made a minimum of **ten business days prior to your check in date** will receive a refund less a \$75 cancellation fee. **There will be no refunds for housing if the cancellation is received after that date.**

Travel - Office of the Comptroller - Illinois State University

Per Diem Reimbursement Calculator

Meal Worksheet

Rural Sociological Society

Depart: Tuesday, August 1, 2023 at 4:30am

Return: Sunday, August 6, 2023 at 11:30am

Destination: Out-of-State

Per Diem (overnight or 18+ hours): CHECK ALL MEALS THAT WERE PROVIDED.

Date	Breakfast	Lunch	Dinner	Date Calculations	Reimburse
4:30am Tue Aug 01 2023				\$48	\$48.00
Wed Aug 02 2023			✓	\$48 - \$25	\$23.00
Thu Aug 03 2023	✓			\$48 - \$9.50	\$38.50
Fri Aug 04 2023				\$48	\$48.00
Sat Aug 05 2023		✓		\$48 - \$13.50	\$34.50
Sun Aug 06 2023 11:30am				\$24	\$24.00
6 dates					\$216.00

Meal Amounts Reference Chart

Breakfast	Lunch	Dinner
\$9.50	\$13.50	\$25.00

[PDRC v20230210a]

Your United reservation for Norfolk, VA, US (ORF) is processing

United Airlines, Inc. <unitedairlines@united.com>

Tue 8/29/2023 11:55 AM

To:

You don't often get email from unitedairlines@united.com. [Learn why this is important](#)

This message originated from outside of the Illinois State University email system. [Learn why this is important](#)

Add UnitedAirlines@news.united.com to your address book. [See instructions.](#)

Tuesday, August 29, 2023

Thank you for choosing United



Once we've finished processing your reservation, you'll receive a second email containing your eTicket itinerary so that you can request additional receipts, export to your calendar, check in, cancel, upgrade, email or print your itinerary. This may take up to 24 hours.

We're processing your reservation and will send you an eTicket Itinerary and Receipt email once completed. This process usually takes less than an hour, but in rare cases it could take longer. If you don't receive an eTicket Itinerary and Receipt email within 24 hours, please call the [United Customer Contact Center](#)

Confirmation number:

Chicago, IL, US (ORD)
Burlington, VT, US (BTV)

DZ7P2Q

[Manage reservation](#)



This Basic Economy ticket is nonrefundable and can't be changed. [Learn more about our 24-hour flexible booking policy.](#)

Purchase summary

1 Adult (18-64)	\$137.67
Taxes and fees	\$40.13
Total	\$177.80

Credit card payment: \$177.80 (Visa-**8745)

Trip summary

Basic Economy restrictions apply, including:



No complimentary seat selection

- Advance seat assignments may be available for purchase during booking and up until check-in opens
- Complimentary seat assigned prior to boarding
- No group or family seating (If you’re traveling with a child under 12, we have new tools that make it easier for them to sit next to a family member for free.)
- No Premier® member seating benefits



No full-sized carry-on bag on board (This restriction does not apply to MileagePlus Premier members, primary cardmembers of qualifying MileagePlus credit cards or Star Alliance™ Gold members.)

- Check bags before airport security for the applicable fee
- Bags brought to the gate incur an additional \$25 gate handling charge

[Learn more about Basic Economy](#)

Tue, Aug 01, 2023



UA 2271

Basic Economy

Nonstop

12:00 pm

Chicago, IL, US (ORD)



2:30 pm

Burlington, VT, US (BTV)

Duration: 2h 10m
United Economy (N)
Meals are not offered for
this flight

Sun, Aug 06, 2023



UA 2287

Basic Economy

Nonstop

6:25 am

Burlington, VT, US (BTV)



7:43 am

Chicago, IL, US (ORD)

Duration: 2h 18m
United Economy (N)
Meals are not offered for
this flight

Travelers

Sat, Aug 12, 2023

Thank you for choosing United.

A receipt of your purchase is shown below. Please retain this email receipt for your records.

Flight 1 UA373

Sun, Aug 06, 2023
Burlington, VT, US (BTV)

Sun, Aug 06, 2023
Chicago, IL, US (ORD)

Traveler Details

Morticia Addams
First Checked Bag (0164227491058)

eTicket number: **0162494387316**
BTV-PIA

Purchase Summary

Method of payment:
Date of purchase:

Discover ending in 3532
Tue, Aug 01, 2023

First Checked Bag (Reference Number: 0164227491058):

Total:

30.00 USD

A STAR ALLIANCE MEMBER



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Mon, Jul 31, 2023

Thank you for choosing United.

A receipt of your purchase is shown below. Please retain this email receipt for your records.

Flight 1 UA4675

Tue, Aug 01, 2023
Chicago, IL, US (ORD)

Tue, Aug 01, 2023
Burlington, VT, US (BTV)

Flight Operated by SKYWEST DBA UNITED EXPRESS.

Traveler Details

Morticia Addams
First Checked Bag (0164225381820)

eTicket number: **0162494387316**
PIA-BTV

Purchase Summary

Method of payment:
Date of purchase:

Master Card ending in 9848
Mon, Jul 24, 2023

First Checked Bag (Reference Number: 0164225381820):

Total: **30.00 USD**

A STAR ALLIANCE MEMBER



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July 28, 2023

Dear Morticia Addams,

Congratulations! I'm delighted to inform you that you have been awarded OSR Travel Grant to help you present your research at **the Rural Sociological Society Annual Meeting in Burlington, VT August 1 - August 6, 2023**. Please read the following carefully for information about how to access your award funds and information regarding student and faculty mentor obligations. **OSR will cover up to \$300.00** of your allowable expenses.

After the conference/event, **students must update their Estimated Expenses/Travel Expenses Form (attached) and submit it to Matt Upholz at msuphol@ilstu with applicable receipts and documentation attached. For timely reimbursement, please submit these within two weeks after the event.** OSR Pinion Travel funds will be reimbursed through University Account number 10400-02-304100002.

Faculty mentors should assist students to fill out Estimated Expenses/Travel Budget Form. See Illinois State's [Travel](https://travel.illinoisstate.edu/reimbursements) page (<https://travel.illinoisstate.edu/reimbursements>) for allowable expenses and limits.

Students, please acknowledge financial support from OSR and other funders where appropriate in your research/creative outcomes (conference presentations, publications, and exhibits). For your current and future use, I've also attached OSR's "Conference Travel Instructions for Students."

Mentors, please note that scholarly outcomes resulting from faculty-mentored student projects should be reported in the faculty member's annual productivity report (e.g., Faculty Success/Watermark) and tagged as including students. These accounting measures are necessary to help OSR track student research and to secure future funding.

Again, congratulations on your award and do not hesitate to contact me with questions or concerns. Please follow OSR on Facebook and our website (studentresearch.illinoisstate.edu).

Sincerely,

Gina Louise Hunter, PhD,
Director, Office of Student Research

Cc: Barb Rexroat, Matt Upholz, Maria Boerngen, Sally Little