



Graduate Center for Gerontology Student Travel Information

Please take note:

- University of Kentucky travel policies require official travel on behalf of the University of Kentucky to be as economical as feasible. You must use the most economical standard transportation available and the most direct and usually-traveled routes.
- Travel funding will only be offered by the Graduate Center for Gerontology to those students who have already applied for Graduate School funding.
- All graduate students, regardless of year and/or status in the program, are eligible for travel funding.

Travel expense reimbursement allowances (subject to change according to current departmental budget situation):

1st year students: \$100 available from the Graduate School (1st year students will be eligible for an additional \$300 from the Graduate School during the academic year for conference participation), as well as an additional \$600 from the Graduate Center for Gerontology (again, dependent upon the student's inclusion in the conference program, either as a presenter or with administrative responsibilities), for a total 1st year travel budget of \$700.

Non-1st year students: \$400 available from the Graduate School (all current graduate students are eligible to apply for conference support if they have been accepted to present research at a conference or professional meeting), as well as an additional \$500 from the Graduate Center for Gerontology (again, dependent upon the student's inclusion in the conference program, either as a presenter or with administrative responsibilities), for a total travel budget of \$900.

Travel expenses in excess of the stated allowances will be the student's responsibility.

Additional travel fund requests will require application by the student, via a brief letter to John Watkins with details about the travel, including purpose, dates, and a rough budget estimate. The ability of the Graduate Center for Gerontology to grant such additional funding will depend on the current departmental budget situation, and therefore cannot be guaranteed.

Procedures:

Before you Leave

Fill out a Request for Authorization of Travel at least two weeks before travel begins and submit to Denise Otten or Monica Underwood. This form can be found on the Gerontology web page.

While You're Gone

Keep all receipts for expenses (hotel, meals [**itemized**], airfare, ground transportation, parking, conference registration, etc.).

When You Return

Fill out a Student Travel Expense Form (can be found on the Gerontology webpage) and submit, with receipts, to Denise or Monica. *If you received funding from the Graduate School, please indicate the amount on this form.*

Air and Hotel Reservations:

- ❖ Each student is required to make their own flight and hotel reservations. All travel expenses will be the student's responsibility and reimbursements will be made to the student upon return, in an amount based on availability of departmental funds.
- ❖ Receipts should be saved for all ground transportation to and from the airport. Students are encouraged to use less costly means of transportation (e.g., buses, subways, shuttles, or shared cabs).
- ❖ If lodging is shared, each occupant should get an individual receipt (in his or her name) showing their portion of the total room charge.
- ❖ Make sure that you have official hotel and airline receipts to submit with your Student Travel Expense Form.

Note: In an effort to manage costs, students are encouraged to share rooms. The maximum reimbursement per student for lodging expenses will be 1/2 of the total room charge, not to exceed \$75 per night.

Mileage:

- ❖ Mileage for a privately owned vehicle will be reimbursed at a rate of \$.445 per mile (as of August, 2006).
- ❖ Parking, bridge, and highway toll charges are reimbursable and require receipts if over \$10. Airport parking should not exceed the cost of reasonably priced transportation to and from the airport.

(NOTE: If personal transportation is used, the student must provide proof that this mode is more economical than traveling by air. Mileage will only be reimbursed up to the minimum cost of an airline ticket to the same destination on the same dates)

Subsistence Reimbursement:

- ❖ Students must save and submit all meal receipts (**itemized – no credit card receipts**) in order to be reimbursed! *Note: the University of Kentucky does not allow for reimbursement for alcoholic beverage purchases.*
- ❖ Total daily meal expense should normally not exceed \$45. Per diem does not apply to student travel.

Conference Registration:

- ❖ Conference registration is a reimbursable expense. Be sure to save your receipt/confirmation and submit along with other receipts.

Incorrect or lacking information and missing receipts only result in a delay in processing your travel voucher or no reimbursement at all!!

**All Gerontology related travel will be processed by
Monica Underwood, Administrative Coordinator
Graduate Center for Gerontology
Room 303 Health Sciences Building
257-1450x80143**