



Graduate Student Travel Guidelines

Travel Guidelines for the 2016-2017 Academic Year

These Graduate Student Travel Guidelines serve as a general guide and may vary based upon the specific degree program and professional development needs of the respective graduate student. Please refer to SHSU [Travel Policies](#) webpage for additional details.

Eligibility

To be eligible for reimbursement, student:

- Must be a 1st - 4th year Ph.D. student or 1st - 2nd year M.A. student.
- Must receive approval from faculty sponsor.
- Must participate and have faculty sponsor present during practice presentations.
- Must participate in either the Graduate Research Exchange (main campus) or the Research Symposium (the Woodlands Center).
- Must present an original paper/poster (no duplicate presentations allowed).
- Must complete and sign all required travel forms and submit them to the Department of Criminal Justice & Criminology (Room A202) by **September 16, 2016**.

All requests for SHSU graduate student professional development travel are subject to approval/funding by the Director of Criminal Justice and Criminology Graduate programs.

2015-2016 Deadlines

- **Request to Travel:** ALL Request for Travel forms for the 2016-2017 academic year, must be signed and submitted by **September 16, 2016** to the Department of Criminal Justice & Criminology in Room A202.
- **Request for Reimbursement after Travel:** A request for reimbursement must be submitted within **10 business days** upon returning from a trip.

Travel Procedures

- All students who plan to attend a conference, regardless of presenting or requesting reimbursement, must submit a [Request for Travel form](#).
- Students who are approved for travel reimbursement must submit a Request for Reimbursement for Travel to the Department of Criminal Justice and Criminology (A202) within 10 business days upon returning from their trip.
- ORSP for IRB approval, if applicable http://www.shsu.edu/~rgs_www/edit.html

SHSU Practice Presentations/Research Exchange and Symposium

- Student must participate (with faculty sponsor present) during the assigned practice presentation.
 - **SHSU Practice Presentations for ASC will be held October 20 - 21, 2016 in the Bates Room.**
 - **ASC Revise & Re-Present Day will be held on October 28, 2016 in the Flag Room**
 - **SHSU Practice Presentations for ACJS will be held February 23 - 24, 2017 in the Bates Room.**
 - **ACJS Revise & Re-Present Day will be held on March 6, 2017 in the Bates Room.**

Travel Reimbursement

Registration

- Conference pre-registration fees will be reimbursed.
- Registration receipt must provide your name and cost.
- Membership fees are not reimbursable.

Airfare

- Do NOT book package deals (hotel + airfare + car rental). All airfare, hotel, and car rental receipts must be itemized and separate amounts.

- The preferred airport is George Bush Intercontinental Airport (IAH), due to the proximity from headquarters. Any deviation from this airport will require a justification.
- Must fly economy.
- Airfare receipt must show name, ticket number, itinerary, method of payment, and amount that was paid. (MUST specifically state “**Ticket Number**”).
- Students should be precise on departure and return to work dates. If travel dates change, you must inform the CJ Department of your change before your travel.

Personal Car Mileage and Parking/Public Transportation

- **Carpooling:** If carpooling, only one person can claim mileage.
- **Parking at Airport:** Parking at the airport can only be claimed by one person when carpooling.
- **Mileage:** Use [MapQuest](#) or odometer (see [Mileage Log](#)) to claim mileage reimbursement (.54 per mile).
- **Rental cars:** Rental cars are typically not reimbursable.
- **Public Transportation:** Please try to use the shuttle from the airport or share a taxi if no shuttle. The university will not pay for transportation around the city.
- **University Vehicle:** University vehicles may be reserved and students may carpool to a conference if approved by the Director of Criminal Justice and Criminology Graduate Programs. At least two students carpooling must be on the approved drivers’ list. To reserve a college vehicle (after obtaining approval), contact Alessandra Hernandez (axh073@shsu.edu), the CJC Conference Center Coordinator, in room A-251.

Lodging

- **Per Diem** rates apply for hotel/meals. Students should stay at conference hotel if possible.
- **Hotel Room:** Students are expected to share a room – or will be reimbursed at 50%.
- **Hotel Receipt:** Your name must be on the hotel receipt. When checking in at the hotel, inform the hotel representative that you will need the hotel cost split and a receipt for each occupant.
- **Check out Receipt:** Hotel receipts must show \$0 balance and must show the charged amount. Express checkout is not a paid invoice and is not accepted for reimbursement. A receipt which states, “To be settled to”, is considered Express Checkout and is not acceptable.
- **Choice of Hotel:** If you choose to stay at a hotel other than the conference hotel the price must be the same or less than the conference rate. Please keep in mind, shuttle fees to the conference hotel from the hotel you are staying are considered additional expenses and will be added to the price of the alternate hotel.

Meals

- **Meal Log:** Student complete a [Meal Log](#). Please keep copies of receipts in case of an audit (up to two years).
- **Per Diem:** Meal allowances will be calculated using [GSA](#) Per Diem Rate X number of days in travel status. Meal expenses will be limited to 75% of the Per Diem on the first and last day of travel.
- Meal tips/gratuity and service fees related to food delivery are reimbursable (not to exceed 20%) and are to be included in the total cost of the meal as part of the per diem rate. Gratuity can be included in Per Diem. Alcohol is non-reimbursable.

Required Travel Forms

You can access these forms, online, at: <http://www.shsu.edu/academics/criminal-justice/resources/forms.html>

- **Prior to travel**
 - a. **Request to Travel:** ANY student attending a conference, regardless of requesting reimbursement, is required to submit a [Request to Travel form](#).
 - b. **Student Release and Indemnification Agreement:** All students traveling on SHSU business are required to complete this form.
 - c. **Direct Deposit for Travel Form:** Students who have not signed up for [direct deposit for travel](#) will need to complete this form. If you are unsure, please contact the Department of Criminal Justice & Criminology.
- **Return from Travel**
 - a. **Request for Reimbursement after Travel:** Students who are approved for travel reimbursement must submit a [Request for Reimbursement after Travel](#) to the Department of Criminal Justice and Criminology (A202) within ten (10) working days from the date of return from travel.

- b. **Cost Comparison:** A [Cost Comparison for Travel](#) form is required when the following situations arise:
 - i. Driving personal vehicle vs airfare for out of state travel
 - ii. Personal time included while away on official SHSU business travel.
 - iii. Drop off/pick-up vs parking at airport.
- c. **Mileage Log:** If carpooling, driver can either record their mileage on a [Mileage Log](#) or utilize [MapQuest](#).
- d. **Meal Log:** Students requesting travel reimbursement for meals are required to complete a [Meal Log](#) and keep copies of their receipts in case of an audit (up to two years). Meal Logs are submitted with all Return from Travel forms and required supporting documents.