

SOCIOLOGY REQUEST FOR TRAVEL FUNDING
2009-2010

Sociology doctoral students are eligible to apply for up to \$2,000 in travel funds to present at professional meetings and conferences during their academic program. Information about University policies related to reimbursement of travel expenses is located in Administrative Guide 36.7 (http://adminguide.stanford.edu/36_7.pdf).

Please note: Funds will be disbursed in the form of a reimbursement upon completion of travel. Required documents for travel expense reimbursement are listed on the back of this travel funding form.

Name:	Date
Student ID #:	Email:
Name of Meeting:	
Date of Meeting:	
Talk Title:	
<p>Have you previously traveled using these funds?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
<p>Please attach a copy of the program showing dates / place / title of conference or meeting. Please attach a copy of the program that includes your presentation information. A Certification for Student Travel Form from your advisor stating that the travel is an integral part of your academic program is advised and in some situations <i>may be</i> required.</p>	

Completed form should be returned to Susan Weersing for her approval.

(Department Approval - Signature)

(NTE)

(Date)

SOCIOLOGY REQUEST FOR TRAVEL FUNDING
2009-2010

Required documents for travel expense reimbursement are listed below:

Required Documents

- **All reimbursements require dated, original itemized receipts AND proof of payment.** Credit card payment forms or statements alone are not considered itemized receipts for transportation tickets, lodging or car rental.
- **All reimbursement requests must include statement of business purpose.**

Examples of acceptable documents:

- For **Airline tickets**: itinerary / invoice or e-receipt, showing proof of payment. If the travel is funded by government contract or grant and is to or from a foreign country, travel must be on a U.S. flag carrier and the proper airline code referenced on the ticket.
- For **Car Rental**: contract, itemizing all charges, and proof of payment (Additional Insurance is not needed and not reimburseable.)
- For **Lodging**: Itemized bill showing all charges and proof of payment, unless per-diem is claimed
- For **Business meals**: receipts itemizing charges, with names of attendees, and proof of payment such as the signed credit card receipt. Please note on receipt what portion, if any, was alcohol.

Receipts are not required for:

- Expenses under \$75. Record amounts for accurate reimbursement.
- Mileage. Route and record miles via mapquest.com.
- Meals and lodging if claiming per diem rates.

Additional Required Documents for Students and Post Docs:

Reimbursement payments to students and Post Doctorates who attend, speak or present at a conference or meeting, or visit a field site or off-campus laboratory, will be tax-reportable **UNLESS** one of the following two documents are included with reimbursement request:

1. **A signed "Certification for Student Travel Form" from a faculty member certifying that the travel / activity either**
 - a. directly supports a faculty project, research or scholarship program,
 - b. is to officially represent Stanford University,
 - c. is an integral part of the student's degree work or is directly related to the student's employment at the University,
~ OR ~
 - d. is official University business

This form can be found on Sociology Department website / Programs / Doctoral / Academic Planning / Forms (below Department SRO travel funds application.)

*The Certification for Student Travel is not required if you present (as stated above), but a few reimbursements have not gone through without it.

2. **A photocopy of the conference program indicating traveler is a speaker or presenter.**