2012 Tolley International Human Rights Scholarship
Reimbursement Procedures

A completed travel authorization form must be submitted prior to travel. [http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/travail.pdf](http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/travail.pdf)

The IHRC Program Director will provide the signature authorizing travel.

The following procedures should be followed in order to insure reimbursement of travel and or research expenses:

- As you will be required to present receipts to obtain payment, please be sure to obtain receipts. If you are using an e-ticket for air travel, please request a receipt from the airline which clearly indicates the travel points and dates, and the fare. When in doubt, request a paper ticket.

- **Upon Return:** The grant recipient should complete an expense envelope (A113 for travel expenses) or Request for Payment (A114 for non-travel expenses). Relevant receipts should be enclosed. The envelope should be sent to Professor Porter ML 0369 no later than 30 days following your return. Please note that:
  - Original receipts (including the boarding stub from your plane ticket) must be included in the envelope. **ALL** receipts for any expenses pre-paid by the university must be included.
  - The total expenses claimed cannot be more than authorized, nor can line items be claimed that were not authorized.
  - Any transfer between line items on approved budgets must be approved by the IHRC Program Director.

The expense envelope must be sent to the IHRC Program Director for processing and signature, even if other campus agencies are also funding the travel and or research. *Department level processing to reimburse using department funds should be completed first and A113/A114 should then be sent to Taft.*

**Report**

Within 30 days of return to the U.S., the student must also submit a report of two or more pages to the IHRC Program Director highlighting the importance of the trip to your education as well as noting what will you give back to the University based on your international experience.