



College of Arts and Sciences

Department of Sociology
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Date: August 1, 2018

To: Sociology Graduate Students

From: Steve Carlton-Ford, Department Head
Jeff Timberlake, Director of Graduate Studies

Re: Graduate Student Travel Reimbursement Policy (Adopted August 9, 2017)

Please read this document carefully, sign the last page (preferably electronically) and return it to Alexa (preferably via email at justicaa@ucmail.uc.edu).

NB: If Alexa does not have a signed page on file for you, she cannot carry out the reimbursement process.

General Policy Information

1. You must apply to Taft and GSGA before requesting any departmental funds for travel. Please make yourself aware of and follow the GSGA and Taft rules and deadlines. All reimbursements will require detailed receipts.
2. Once your Taft and GSGA money is exhausted or if these funds do not cover all of your legitimate expenses, then you may apply to the department for up to a total of \$750 per academic year to reimburse the expenses for travel to conferences (whether you are presenting a paper or not).
3. In order to receive reimbursements from the department, you must either (a) charge your own expenses only on your own credit card or (b) have costs proportionately allocated to your own credit card (e.g., three people share a room and one-third of the costs is allocated to each person's own credit card).
4. Under limited circumstances, students may use department-allocated travel funds to have airfare and conference registration fees pre-paid (i.e., reimbursed prior to travel). The reason for this is that the department cannot verify whether the travel has actually occurred, so pre-payments come with some risk. In addition, such payments double the number of transactions for each student (one prior to and one following a conference).

5. In order for pre-payment to occur, students must obtain the Department Head's approval at least 30 days prior to travel. Students must provide a written rationale for the pre-payment request, such as a very high plane fare and a long time (i.e., at least two months) between the purchase of airfare and the actual travel dates. In general, pre-payment requests for small amounts of money or a short period of time prior to travel will not be authorized.
6. Departmental funds will be allocated according to the fiscal year in which the money is spent. So, for example, most expenses for ASA/SSSP in August of 2018 will count against student funds from the 2019 fiscal year. However, students who purchased ASA registration and airfare prior to June 30, 2018 will have that money reimbursed from remaining funds available to the student from fiscal year 2018.
7. It is your responsibility to make sure that you pay for expenses in such a way that they can be reimbursed by Taft, GSGA, or the department.

Taft

For the 2018-2019 academic year, the Taft Center will award up to \$500 per person per year for graduate students "to present their research, whether serving as discussants, presenting a paper or some other creative work at academic conferences or events."

General Guidelines: <http://webcentral.uc.edu/taftawards/programdetail.cfm?programid=17>

Application deadlines: <http://sitecentral.uc.edu/taftcenter/CPTRCawards.aspx>

GSGA

The GSGA will award up to a maximum of \$400 per year for travel to conferences. If you are presenting a paper/poster GSGA will award up to the \$400 maximum. GSGA will award \$100 if you are only attending, but you may be reimbursed for attendance at multiple conferences.

General Information: http://www.uc.edu/gsga/awards/conference_travel.html

Presenters: http://www.uc.edu/gsga/awards/conference_travel/presenter.html

Attendees: http://www.uc.edu/gsga/awards/conference_travel/nonpresenter.html

Signature

I, the undersigned, have read and understand these rules.

Student's printed name: _____ Date: _____

Student's signature: _____