

Department of Mathematics

Graduate Student Travel/Research Grant Application Instructions

Graduate students enrolled in the PhD program are eligible for travel funding of up to \$1,200 per year from either faculty grants or the department travel grant. The travel grant funds are intended for academic travel only and may not be combined with expenses for another purpose.

Before you travel

- **Discuss** the academic nature of the travel with your advisor or the director of graduate studies.
- **Ensure** that expenses will comply with travel policies. Expenses that do not comply will NOT be reimbursed.
 - Airfare: Travelers must book the lowest and most reasonable nonstop roundtrip airfare consistent with their itinerary. Consult with the Financial Office before purchasing international airfare to determine if the travel funding source requires a U.S. flag carrier to be used for reimbursement.
 - Lodging: Travelers are expected to stay in standard, single-occupancy rooms where available; room-upgrade fees are not reimbursable. Receipt must be in the form of a folio.
 - Ground Transportation: Travelers should consider public transportation and shuttle services where available. Taxis may also be used where other methods of travel are unavailable or impractical.
 - Meals: Travelers will be reimbursed for reasonable individual meal expenses up to government per diem rates (except one day travels when per diem rates cannot be used).
- **See Financial Office** in room 327 with questions regarding travel policy and reimbursable expenses prior to booking if there is any deviation from the above policies or if you have unclear travel scenarios.
- **Complete** the *Travel/Research Grant Application*. The application is available at <https://www.math.harvard.edu/resources/administrative/graduate-student-forms/>. Paper copies are available in the wooden information box across from office 331.
- **Include** the date of the application, your HUID, name, address, and the information below.
 1. Name of the meeting, conference, or workshop. Please include both the name of the conference and the name of the sponsoring institution, organization, or university.
 2. Location of the conference: Include the city, state, and if international, the country.
 3. Dates of travel
 4. Detailed description of the purpose and reason for travel (learn about a subject, give a talk, present a paper--include the title).
 5. Total dollar amount requested for the expenses you expect to submit for reimbursement (Airfare, lodging, ground transportation, etc). *See the graduate program administrator to check balances in your account.*
- **Obtain an approval signature** from your advisor or the director of graduate studies (DGS), and *ask your advisor to indicate if he or she has funding for graduate student travel.*
- **Attach a printout of the conference/workshop/meeting** that includes the conference name, the dates, and location with the application.
- **Additional documentation** may be required due to Covid travel policy. Visit: <https://www.harvard.edu/coronavirus/travel-guidance/> for further instructions.
- **Submit** the approved *Travel/Research Grant Application* with the copy of the conference information and any prepaid receipts to the graduate program administrator **before** you travel.
- **See** page two for post travel reimbursement submission instructions.

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Within 30 days after you complete your travel*

- **Complete and sign** the Harvard *Non Employee Reimbursement Form*. The form is available at <https://www.math.harvard.edu/resources/administrative/graduate-student-forms/>. Paper copies are available in the wooden information box across from office 331.
- **Submit** the completed *Non Employee Reimbursement Form* along with your **receipts** to the graduate program administrator.
- Original **receipts must contain your name, payment information** (usually the last four digits of a credit card), **and date of payment**. If the receipt does not include payment information, you may submit a copy of your bank/credit card statement with the payment information, including last four digits of the account number, along with a missing receipt affidavit available at <https://www.math.harvard.edu/resources/administrative/financial-forms/>
- **Airfare receipt:** your name, issue date, itinerary, class, e-ticket number, total amount of payment, form of payment (usually the last four digits of the credit card)
- **Bus and train receipts:** both the boarding passes (e-ticket) and receipt are required.
- **Lodging receipt:** Hotel folio with payment information and zero balance due.

* To guarantee timely processing of your reimbursement, you must submit the *Non-Employee Reimbursement* form within 30 days from the date you complete your trip.