Department of Mathematics

Graduate Student Travel/Research Grant Application Instructions.

Students enrolled in the math PhD program are eligible for travel funding of up to $1,200 per fiscal year (July 1 - June 30) from either faculty grants or the department travel grant. Unused travel funds do not rollover to the next fiscal year and department travel funding is not provided beyond the G-5 year.

Before you make any travel reservations/bookings

- **Discuss** the academic nature of the travel and how it is directly related to your PhD research with your advisor or the director of graduate studies. The travel grant funds are intended for academic travel only and may not be combined with personal travel. **Consult with the Finance Office** before making any personal travel arrangements such as extending the duration of a trip to a business destination to add on personal time or flying an indirect route on a combined business/personal itinerary compared to the direct business-only route. The number of non-business days of travel should not exceed the number of business days.
- **Ensure** that expenses comply with Harvard University travel policies. Expenses that do not comply will NOT be reimbursed. Harvard policy is to reimburse the individual who made the purchase and will not reimburse the traveler for receipts paid for by a third party. Travelers should pay for *all* their own expenses and *only* their own expenses.
  Airfare: Travelers must book the **lowest and most reasonable nonstop roundtrip airfare departing from and returning to Boston Logan Airport** consistent with their itinerary. When booking a business trip that may have a personal component, a price comparison must be included with the reimbursement request to show that the change in itinerary does not result in an additional cost to Harvard. Comparison must be obtained within three business days of booked travel. **Consult with the Finance Office** before purchasing airfare that is not departing from or returning to Boston Logan Airport.
  Consult with the Finance Office before purchasing international airfare to determine if the travel funding source requires a US flag carrier to be used. When code sharing occurs on a flight between a US based airline and a foreign airline, the flight codes must be for the US based airline.
  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 hotel folio with payment information and zero balance due.
  Ground Transportation: Travelers should consider public transportation and shuttle services where available. Taxis or rideshares 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 Finance 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.

Before you leave

- **Complete** the ***Travel/Research Grant Application***. Paper copies are in the wooden information box by office 331.
- **Include** the date of the application, your HUID, name, and the information below:
  1. Dates of travel
  2. Dates, Name, and Location of Conference
  3. Business purpose of travel: (Topics to be discussed, names of collaborators, how it supports dissertation & University research)
  4. 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 they have funding for graduate student travel.*
- **Attach a printout or pfd of the conference/workshop/meeting** that includes the name, dates, and location.
- **Attach a domestic or international travel waiver** and **register an international trip via Global Support Services.**
- **Submit *Application*** to graduate program administrator **before** travel. See page 2 for reimbursement instructions.

<u>Within 30 days after you complete your travel</u>*

- **Complete and sign** the Harvard ***Non Employee Reimbursement Form*.** Paper copies are in the wooden information box by office 331.

- **Submit** the completed ***Non Employee Reimbursement Form*** along with your **receipts** to the graduate program administrator. Confirmation emails are not eligible as receipts. All receipts should be in English and $USD.

- 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 the last four digits of the account number, along with a missing receipt affidavit. A bank/credit card statement with US dollar conversion rates will also need to accompany any receipts with transactions in a foreign currency.

  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.

  Meals: itemized receipt including form of payment (usually the last four digits of the credit card).

- **Submit proof** of your international trip registration with Global Support Services in the form of the email sent by online@internationalsos.com.

- **Submit documentation** of any conference funding received, such as a bank statement with a funding credit or official communication from conference organizers.

* 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.