

Graduate Student Travel Procedures

- **ALL work-related travel** must be pre-approved by the Department Chair. Thus, note that “approval to travel” and “funding approval” are two different things. Whether you are requesting funding assistance, or if you are travelling completely on your own/someone else’s expense, you are required to inform the chair at least 10 days prior to travel so any accommodations needed can be made in a timely manner. (NB: Although your personal time on weekends is your own, be mindful that many department events happen on Friday afternoons.)
 - If you are **not** requesting travel funding, and your travel would **not** entail missing any class meetings in your capacity as a student nor any departmental meetings, events, or GA/RA/TA related duties, then an email to the Chair will suffice. State the dates of travel, destination, and purpose.
 - If you are **not** requesting travel funding **but** the work travel **would** entail missing any class meetings in your capacity as a student or any departmental meetings, events, or GA/RA/TA related duties, then, even though you are not requesting funding, you must still use the Bornblum Travel Form (see below)
- Work-related travel that would entail missing either the first few weeks or last few weeks of a semester will be approved only in exceptional circumstances, and virtually never if you are a TA or GA.
- **All personal-related travel** that **would** entail missing any class meetings in your capacity as a student or any departmental meetings, events, or GA/RA/TA related duties, requires either notification to or permission by the Chair, as follows:
 - If the travel is due to personal or family emergency, please email the Chair with a short explanation, stating when you will return, and any class meetings you will miss (either as a student, TA, or GA). The Chair and/or staff will then assist you in notifying the relevant parties.
 - If it is **not** an emergency, then you must secure written approval from all instructors whose class meetings you would miss and/or permission from the instructor for whom you are serving as a TA or RA (if applicable); and you must provide these permissions to the Chair along with a justification for the travel. The Chair will make a final ruling.
- If you **are** requesting travel funding by the department, you must use the Bornblum Application form (dated Feb. 5, 2024, see below). You must provide an itemized list of all expenses you are requesting for future reimbursement. This can include lodging, flight, gas if driving, food, conference fees, etc. Any travel expenses incurred that are not properly authorized up front will not be reimbursed.
- Domestic travel needs to be approved at least 2 weeks prior to the trip. Any requests made after this point receive no guarantee of approval. The department prefers travel requests as far in advance as possible.

- Travel outside the United States is considered international travel. International travel requests must be submitted at least 30 business days prior to departure date. This is a hard deadline, as international travel requires approval from the Provost.
- Once you have been officially approved, the Financial Admin of the department will issue a Purchase Order (PO) for your travel. You are not considered fully approved until you receive notice that the PO has been created. Once the PO is made you may proceed with scheduling your travel.
- No travel is pre-paid by the University or department. All Travel will be paid out of pocket by the student and will be reimbursed up to the amount pre-approved after a claim has been filed.
- You are required to keep track of all receipts from your travel that have been pre-approved for reimbursement. (Hotel receipt, gas receipts, food receipts, airfare, conference registration fees, rideshare receipts, etc) **Credit card statements in place of receipts are not accepted except as a last resort, and even then, they are not guaranteed to be accepted for reimbursement.**
- Please note: Receipts are required even for rideshare services such as Uber/Lyft. If you can take a screenshot on your phone of each rideshare purchase that can work as long as it shows the date/location. If your service allows you an option to email individual receipts to yourself that works as well, either per purchase, or after the fact, as long as the date and location are shown.
- You are required to provide documentation of the event you are attending. (Agenda from meeting, flyer of conference showing dates and location, copy of email invitation to present, etc.)
- A Travel Expense Report must be submitted with receipts and other documentation no later than thirty (30) days after completion of the travel. The GA will have to fill out a Travel Reimbursement Form, which can be found online at www.memphis.edu/travel/studenttravel.php
- The University has a program run through the Student Government Association for student travel funding. Any student may apply for these funds, for more information visit www.memphis.edu/travel/studenttravel.php Sometimes the individual conferences and meetings will provide your lodging and some meals for free as well, especially if you are an invited presenter. They should advise you up front if this is the case.
- The department offers funding through the Bornblum Travel Scholarship fund as well. The funds are limited, however, so be sure to exhaust all other avenues before applying for Bornblum funding.

Bornblum Funding

- Applications are online: <https://www.memphis.edu/philosophy/graduate/bornblum.php>
- Note: The form is being updated. Be sure to you are using the correct form, dated Feb. 5, 2024

Application Process

1. Students must complete the Bornblum Application Form, [linked here](#).
2. Email the completed form to your Dissertation Director or Mentor, together with supporting documentation (e.g. conference acceptance notice).
3. If your Director or Mentor approves, they will email the form and documentation to the Director of Graduate Studies (DGS). The DGS will verify you are in good standing, and forward to the Chair. If approved, the Chair will sign and forward to the Business Officer (Adam), cc'ing all parties of your accepted proposal.

Note:

- When awards are made, the Chair notifies the student of award amount and copies the financial officer (Adam Comer). Students must contact the financial officer to have appropriate paperwork initiated for approval (See above).
- Students follow the same travel procedures as faculty. Travel must be approved through the normal university procedures before travel plans are made. Travel that is not approved prior to trip is not guaranteed to be reimbursed.
- When funding is awarded for international travel, keep in mind that a Request for International Travel must be submitted at least four weeks (30 Days) prior to travel.
- Travel must be completed within the fiscal year (July 1-June 30) and the reimbursement will be charged to the appropriate fiscal year.