

**College of Arts and Sciences Guidelines for Support of
Graduate Student Travel
Effective for travel on or after July 1, 2013.**

Sponsorship of graduate student travel ensures support for the graduate student and enhances the reputation of the department, the graduate program, and the University of Dayton. In exchange for receiving travel support, the graduate student agrees to assist in promoting and communicating the student's work as needed and to participate in interviews about the work if requested by the staff of Media Relations in University Communications.

Support from CAS:

The College of Arts & Sciences has enacted budget revisions to student travel accounts (7860) of department operating budgets or graduate program operating budgets based on historical expenses incurred for graduate student travel. These additional allocations replace the 1/3 cost share per trip of the previous policy.

Graduate students (or faculty members acting on behalf of graduate students) must request travel support from their department in advance of the travel date. It is the department chair's responsibility, in collaboration with the department's graduate program director and graduate faculty, to determine the validity of the graduate student's request. The chair shall exercise due diligence to ensure that, in most cases, the travel is for the purpose of presenting a competitively selected paper/poster or is in response to an invitation to deliver a major address, performance, or exhibit. All approved graduate student travel expenses are to be billed against the department's 7860 account (the department may use the UD Travel office to directly charge air fares, etc.). The department may need to remind graduate students to save their original receipts and should provide assistance in helping the graduate student complete and submit the T&E form for reimbursement. *Any out-of-pocket expenses incurred by a graduate student for department-approved travel must be **promptly** reimbursed from the department's 7860.* Due to IRS regulations, reimbursement for travel expenses beyond 60 days from the travel date is taxable reimbursement and must be paid on a PAF. Taxes will be withheld from such compensation.

Support from GAA:

Departments are encouraged to seek additional support for graduate students as per the policies of the office of Graduate Academic Affairs. *Send requests for support of graduate student travel directly to the Office of Graduate Academic Affairs; do NOT send them to the CAS.* Through an agreement with Graduate Academic Affairs and the CAS Dean's office, signature of the CAS Dean's or Associate Dean is no longer required to request funding from Graduate Academic Affairs.

In the event that funds in the department's student travel account (7860) have been exhausted, additional support for graduate student travel may be requested through the CAS Office of Budget and Operations.