

School of Journalism and Communications
GRADUATE TRAVEL FUNDING REQUEST

Funding requests must be approved by the Graduate Affairs Committee *before* travel.

Name: _____ Date: _____

For conferences/presentations:

Type of presentation: _____
(i.e. individually authored, joint-authored refereed paper, plenary presentation, discussant, panel organizer, etc.)

Title of paper/presentation: _____

Name of organization/meeting, location and dates: _____

(If the organization/meeting is not well known within the School, please give more details about the significance of the group/organization/meeting and your participation.)

Funds requested:

Transportation:	_____
Fees:	_____
Lodging:	_____
Misc.	_____
TOTAL	_____

Amount of funding requested: _____

Other SOJC/UO funding requested/anticipated. Specify source(s): _____

Previous funding received from SOJC (amount and purpose): _____

Advisor's signature _____ Date: _____

Attach copies of any supporting documentation (including acceptance letter, copy of paper, approved research proposal, etc.)

Travel Reimbursements

Funding requests must be approved by the Graduate Affairs Committee *before* travel.

You must submit receipts for all reimbursements requested.

- Automobile: Mileage reimbursed at .36/mile
- Meals: Per Diem is easiest - no receipts required. Rates vary from \$34-\$42/day
- Lodging: Original receipt required - must show a "zero" balance to prove payment
(**Caution:** "electronic" checkout receipts do **not** show a "zero" balance)
- Registration: Original receipt required along with copy of brochure or announcement
- Supplies/books: Original receipt required
- Misc. items: Airport transportation, parking, taxis, entrance fees, etc. - save as many as receipts as possible. No receipt necessary for items under \$10

You must use UO approved travel vendors in order to have your ticket paid for before you travel.

- Air/Amtrak arrangements must be made through a UO contract agency:

Ambassador: 686-1111/Away Travel: 344-6321/Premier: 747-0909

Ask for a University agent and have them e-mail an itinerary to:

kwijal@uoregon.edu

On-line ticket sales from other vendors are acceptable provided that you first check ticket prices with at least one of the above-approved vendors. This estimate must initiate from the approved vendor in the form of an e-mail (srisbro@uoregon.edu).

If you have any questions, please see the Kwija Lee
in 120D Agate Hall, 346-3806.