

FACULTY AND GRADUATE STUDENT CONFERENCE TRAVEL SUPPORT POLICY 2018-19

Reimbursement for professional travel is available as follows:

Each tenure track faculty member is eligible to request School funding of up to \$2,500 for authorized business travel expenses on behalf of the School of Communication each fiscal year (July 1-June 30). Funds from the previous year can be carried forward to the following year. There is no limit on the number of trips that may be taken. Faculty may also request to use other funding sources for additional travel (e.g. external grant funds, etc.). ***In all cases, pre-approval must be obtained prior to making travel arrangements and the travel must have a documented university business purpose. Please see <http://comm.osu.edu/etravel-instructions> for instructions.***

Faculty should average at least one major communication conference (ICA, NCA, or AEJMC) each year and should be listed on the program for one of these conferences when requesting Schools funds for the travel. Faculty may request to use the remainder of their annual School travel funding for other university business travel purposes, such as poster presentations, regional conferences, workshops, training, serving on panels, etc.

For international travel, the School will submit a request for SBS international travel grant funding **after** the School Director has approved the School funding and upon receipt of a letter requesting the SBS funds, along with documentation of the paper to be presented, from the traveler. SBS funds are intended to provide support for faculty researchers who are presenting findings at an international meeting (this does not include the North American continent). Requests for international travel must be submitted **no later than 30 days in advance**.

CONDITIONS FOR REIMBURSEMENT

1. The travel request must have been submitted and approved prior to the departure date of the trip. Documentation of the business purpose must be attached to the travel.
2. University travelers must incur the lowest reasonable travel expenses and the expense must be allowed by university policy (https://busfin.osu.edu/sites/default/files/211_travel.pdf). Please note, all airfare must be prepaid through Concur, OSU's contracted vendor. All added expense due to personal time during the travel must be paid by the traveler.
3. **Original** itemized receipts with proof and method of payment **must** be provided for expenses such as lodging, registration and transportation. Eligible meals will be reimbursed based on Federal per diem limits. The university will permit payment of lodging expenses at reasonable, single occupancy, or standard business room rates. Payment must not exceed the conference rate at the conference/convention site. If there is not a designated conference hotel, the expense should not exceed 1.4 times the federal lodging rate for the business travel location. Federal per diem rates for each state and country can be found at: <http://www.gsa.gov/portal/content/104877> (domestic) and https://aoprals.state.gov/web920/per_diem.asp (international). If any portion of a travel is prepaid and the trip is cancelled or changed by the traveler, except for approved documented medical reasons, **the traveler must repay the School for all costs associated with the prepayment, cancellation, or change.**
4. All receipts must be submitted as soon as possible and **no later than 60 days** from the return date.
5. The School will provide the Graduate Program with funds for graduate student travel based on income generated from the Martha Brian Endowment, as well as School funds where possible. The amount awarded for the year will be determined by July 1. The School's Graduate Handbook outlines procedures for applying and how the money is awarded.

*Funding is contingent on School availability of resources and this policy can be updated accordingly at any time
Updated 07/01/2018*