



## **HASS Graduate Student Professional Travel Practices 2019-2020**

The School of Humanities, Arts, and Social Sciences (HASS) and the Office of Graduate Education (OGE) provide limited professional travel support to graduate students who are presenting a paper, poster, or creative work at an established conference or venue. This document outlines information regarding the required steps to apply for travel support and for requesting Institutional booking/reimbursement through Concur, Rensselaer's expense management tool.

### **I. Applying for travel support through HASS and OGE**

- A. In the 2019-2020 academic year, HASS graduate professional travel funds can contribute up to \$350 per student per year, and OGE can support up to \$200 per student per year, both pending availability of funds. This support is issued on a first-come, first-served basis.
- B. Students are limited to one travel grant for the period July 1, 2019 – June 30, 2020.
- C. You may access travel funds **only** if you follow the procedure below to obtain approval **prior to booking tickets or travel** and follow the proper steps for submitting receipts and documentation of your trip for reimbursement (see II. below). Regretfully, we cannot authorize funds if you have not obtained prior approval.
- D. As soon as you have an official acceptance, and **at least three weeks prior to your departure**, please provide Senior Student Services Administrator Jennifer Mumby (Sage 4307) with the following:
  1. The completed [Graduate Student Professional Meeting Travel Request Form](#), including both Advisor and Department (GPD or Dept. Head) signatures
  2. A copy of the letter or email stating acceptance of the abstract or poster for presentation
  3. A copy of the abstract or description of your participation, including all author's or collaborator's names
  4. Conference registration costs and estimated travel expenses, itemized for transportation, accommodation, meals, parking, etc.
- E. The HASS Student Services Office will advise you on the above step and will facilitate the decision process. Complete requests will be presented to the HASS Associate Dean of Graduate Education for consideration of HASS support. HASS-approved requests will then be forwarded to Jeanette Cassino for review by the Vice Provost and Dean of Graduate Education. Students awarded travel grants will be sent an email notification from the HASS Business Office.

## II. Booking travel and submitting an expense report for reimbursement

- A. Students will receive access to the travel funds by submitting an expense report in Concur after their trip has occurred.
- B. Expense reports must be submitted in the Concur system within 30 days of the trip's conclusion. **Failure to submit an expense report within 90 days of the trip's conclusion will result in forfeiture of the travel grant.**
- C. If you are a first-time graduate professional traveler, you will need establish a profile in Concur. Please provide the HASS Student Services Office with the following information:
  - a. First Name
  - b. Middle Name
  - c. Last Name
  - d. RPI E-mail
  - e. RIN
- D. All students must attach their approved Graduate Student Professional Meeting Travel Request Form to their expense report in Concur. In addition, international students must attach a completed and approved [Graduate Student Travel Form for International Students Only](#) to their Concur Expense Reports.
- E. Student travel is not currently required to be booked through Direct Travel or Concur. However, if the student books their own travel arrangements they must save all receipts and upload them to Concur in order to be eligible for reimbursement.
- F. Students also have the option to use Concur and the travel agent Direct Travel, for their professional travel arrangements. Once the travel approval is received, please call the RPI specific travel number: 866-492-9839 (Monday-Friday 8:00am to 6:00pm) to make travel arrangements. **If using this option, please note that the student will be required to reimburse RPI by check for any amount above their approved travel funding award.**

## III. Helpful Links

- A. [Rensselaer Travel and Expenses website](#)
- B. [Concur Training Videos](#)
- C. The Office of Finance website hosts a [Concur Expense Quick Reference Guide](#) to bring you through the process from booking to reconciling and a [Concur Travel and Expense Set-up Checklist](#). Please take the time to review this checklist while in Concur to be sure you are set up properly for booking and expensing travel and reconciling receipts.