



HASS Graduate Student Professional Travel Practices 2022-2023

The School of Humanities, Arts, and Social Sciences (HASS) provides limited professional travel funding to graduate students in support of their research, for example for ethnographic research or for research presentation 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

- A. In the 2022-2023 academic year, HASS graduate professional travel funds can contribute up to \$350 per student. This support is issued on a first-come, first-served basis.
- B. Students are limited to one travel grant for the period July 1, 2022 – June 30, 2023.
- 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. **At least three weeks prior to your on-line conference or research travel**, please provide Senior Student Services Administrator Jennifer Mumby (Sage 4307) with the following:
 1. A completed *Graduate Student Professional Research Request Form*, with signatures indicating approval from Advisor and Department (GPD or Dept. Head).
 2. A copy of the letter or email stating acceptance of the abstract or poster for presentation or a description of your research.
 3. A copy of the abstract or description of your participation, including all author's or collaborator's names.
 4. Conference registration and estimated travel expenses, itemized for transportation, accommodation, meals, parking, etc.

Once the above items have been received, Jennifer Mumby will facilitate approval from Associate Dean Ken Simons.

- E. Approved travel requests are then forwarded to the HASS Business Office for final processing:
 1. A confirmation email will be sent to the student indicating they are now approved to travel and can book their travel by contacting Direct Travel by phone.

II. Booking travel and submitting an expense report for reimbursement

- A. Student travel is required to be booked through Direct Travel/Concur. Travel arrangements cannot be booked until an email is received from the HASS Business Office (as noted in E.) to do so.
- B. 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. **Please note that the student will be required to reimburse RPI by check for any amount above their approved travel funding award.**
- C. Expense reports must be submitted in the Concur system within 30 days of the trip conclusion. **Failure to submit an expense report within 90 days of the on-line conference or conclusion of research travel will result in forfeiture of the travel grant.**
- D. All students must attach their approved *Graduate Student Professional Research Request Form to book through Direct Travel* to their expense report in Concur. In addition, international students must attach a completed and approved *Student Travel Form for International Students Only* to their Concur Expense Reports.
- E. 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

F. Helpful Links

- A. [Travel and Expense Website](#)
- B. [Travel and Entertainment Policy](#)
- C. [Concur Overview and Training Material](#)