

**COEDU Doctoral Student Acknowledgement of Reimbursement Cap Form**

***(Form must be completed/signed by all parties prior to travel)***

**Today’s date:** \_\_\_\_\_\_\_\_\_\_**Full name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Department:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you already have an active GEMS number, please provide GEMS number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If no, please complete the Non-Employee Profile Creation Request** and submit with this form.

**Conference Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title of Presentation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Destination (City, State)**: \_\_\_\_\_\_\_\_\_\_\_\_\_ **Departure/Return dates:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estimated expenses:**

Registration Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\*\*Airfare: \_\_\_\_\_\_\_\_\_\_\_\_\_ Accommodations: \_\_\_\_\_\_\_\_\_\_\_\_

Membership Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_ Incidentals: \_\_\_\_\_\_\_\_\_\_\_ \*\* Mileage: \_\_\_\_\_\_\_\_\_\_\_

Meal allowance: \_\_\_\_\_\_\_\_\_\_\_\_\_ Taxi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_

**\*\*Important: Airfare comparisons are required for specific circumstances, your airfare or long distance mileage will not be reimbursed if valid airfare comps are not provided. Please go to our website for details.**

**Requirements:**

1. **Student must be a doctoral student.**

*Are you a doctoral student? Yes \_\_\_\_ No \_\_\_\_*

1. **Travel support is only offered for presenting at the premier national conference of the student’s discipline.**

*Is the national conference you are presenting at directly related to your discipline? Yes \_\_\_\_ No \_\_\_\_*

1. **Students receiving funding from any other USF entity (i.e. Student Government funding) are NOT ELIGIBLE to apply for Travel Support from the College of Education for the same conference.**

*Are you receiving funding from any other USF entity? Yes \_\_\_\_ No \_\_\_\_*

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| The Dean’s Office is offering travel support (up to $500) for doctoral students presenting and co-presenting at their premier national conference. I do hereby acknowledge that the total reimbursement to which I may be entitled for my upcoming travel to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Conference name)* **is limited to up to $500.00** based on the actual total amount spent in travel expenses. I understand that I am responsible to familiarize myself with USF Travel Rules (https://www.usf.edu/business-finance/controller/payment-services/travel.aspx) before traveling & accept responsibility to provide travel receipts and proof of my expenses required by USF to process the travel expense report. I understand that I **WILL NOT** be reimbursed for any travel expenses above $500.00. I also understand that if my total travel expenses are **LESS** than $500.00, I only qualify to be reimbursed for up to the actual cost of my trip.  **Student Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Department Chair Approval Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**FOR TRAVEL REIMBURSEMENT – PLEASE TURN IN CONFERENCE AGENDA OR SCHEDULE AT A GLANCE & YOUR TRAVEL RECEIPTS FOR UP TO $500 VIA EMAIL TO** [**EDU-TRAVEL@USF.EDU**](mailto:EDU-TRAVEL@USF.EDU) **WITHIN 7 DAYS AFTER RETURNING FROM YOUR TRIP.**