**Instructions for Reimbursement of Student Travel Expenses**

Congratulations on receiving funds to present a paper/original scholarship at a professional event! The following information will help ensure reimbursement requirements are met, please read carefully.

**Notes before you go:**

* Travel expenses are paid up front by students and reimbursed through the university.

* Reimbursable expenses include conference registration fees, lodging, and travel expenses (i.e., airfare or vehicle mileage). Food/meal expenses are **NOT** eligible for reimbursement.
* Save all receipts for hotel registration, airfare, conference registration, etc. Paid receipts must accompany any item submitted for reimbursement. **Receipts must display your name and show that the expense was paid by you**.
* When traveling to event requires driving a vehicle **AND** you are going to request reimbursement for your travel expenses, use the calculator under Vehicle Options on [Travel Services](https://www.iup.edu/financialoperations/services/travel/index.html) website page to determine if using a rental vehicle through IUP’s contracted rate will be less expensive than driving a personal vehicle. **Per university policy, the least expensive option must be used; a rental vehicle is generally less expensive than milage usage**. [Travel Services - The Office of Financial Operations - IUP](https://www.iup.edu/financialoperations/services/travel/index.html).
* The Travel Expense Voucher (TEV) and supporting receipts must be submitted to the School of Graduate Studies and Research [grad-research@iup.edu](mailto:grad-research@iup.edu) upon return. Once approved they will forward to the Travel Office to issue reimbursement.

**Steps upon your return:**

* Complete and sign the TEV, attaching receipts for each eligible reimbursement. Examples can be found on the Research at IUP website: <https://www.iup.edu/research/resources/funding-research/students/graduate/internal-iup-funding-for-graduate-student-research.html>.
* Email the completed TEV, ***in excel format,*** and supporting receipts along with award letter to the School of Graduate Studies and Research ([grad-research@iup.edu](mailto:grad-research@iup.edu)), immediately upon your return.

Reimbursement will be distributed in the form of a check from the IUP Travel Office. The check will arrive via US postal mail within approximately eight weeks to the address listed on TEV. If you have any questions regarding the status of reimbursement, please email the SGSR at [grad-research@iup.edu](mailto:grad-research@iup.edu).