GUIDE TO USING YOUR TRAVEL/RESEARCH AWARD

Congratulations on your award! We hope that this takes you a step closer to successfully completing your project. You can use your award one of two ways:

(1) Request and advance for the amount of your award and document your expenses at the end of your research trip or period OR
(2) Request a reimbursement in the amount of your award at the end of your research trip or period, by submitting documentation of your expenses equal to or exceeding your award. Please note, you will only be reimbursed up to the amount of your award. Instructions on both methods of accessing your award are detailed.

(1) INSTRUCTIONS FOR AN ADVANCE:

RECEIVING TRAVEL/RESEARCH FUNDS
Please follow the instructions in your award letter for the date after which funds can be requested. If you require your award before your expenses you MUST process an advance request. Be advised that processing an advance can take up to two weeks through the SSD’s Local Business Center so you should bear this in mind when trying to determine when you will receive a check; funds are mailed to the address provided in your travel advance application. (Copies of all required forms should be attached to this email and can be found on the CSRPC website.)

When requesting a travel advance please complete the following and return by scanned email to Dara Epison at depison@uchicago.edu or fax to Ms. Epison’s attention at 773-834-2000:

1. CSRPC Travel Advance form
2. Student Certification for Business Related Travel form*

*Please note that, ideally the Student Certification for Business Related Travel form should be signed by your chair or a committee member.

SETTLING YOUR OPEN ACCOUNT
No later than thirty days after your trip’s end date, return original receipts, along with a memo signed by you (or spreadsheet), which lists all expenses, to Ms. Epison in order to close your account. In addition to your memo and receipts the following must be completed and return by scanned email to Ms. Epison at depison@uchicago.edu or faxed to her attention at 773-834-2000:

1. A report detailing how your award was used to facilitate aspects of your proposed project.
(2) INSTRUCTIONS FOR REIMBURSEMENT:

SETTING TRIP DATES
Please provide Dara Epison, at CSRPC, with a travel proposal with your budget and the proposed start and end dates of your research trip. These dates determine when receipts need to be collected. If your travel plans have changed, please notify Ms. Epison immediately. She can be reached via email (depison@uchicago.edu) or by phone 773-702-8063. If you intend to use your award for other research related expenses please confirm that the funds can be used for this purpose.

SETTLING YOUR OPEN ACCOUNT
No later than thirty days after your trip’s end date and before May 15, 2017, return original receipts, along with a memo signed by you (or spreadsheet), which lists all expenses, to Ms. Epison in order to close your account. In addition to your memo and receipts the following must be completed and return by scanned email to Ms. Epison at depison@uchicago.edu or faxed to her attention at 773-834-2000:

1. UChicago Travel Expense Voucher
2. Student Certification for Business Related Travel form*
3. Submit your report detailing how your award was used to facilitate aspects of your proposed project.

THE COMMON VAGARIES OF TRAVEL CAN BE RESOLVED AS FOLLOWS:

a. Airline or Car Rental Receipts: Original receipts may be requested from the airline at time of check-in. Travel agent itineraries/invoices and e-tickets are acceptable but must indicate: the traveler’s name, flight numbers, air carrier, class of service, destination(s), date, and an airline ticket number, and that the ticket was paid by credit card or shows a “balance due” of zero. N. B.: The University is insured for car rentals in the U. S. and will not reimburse additional coverage.

b. Hotel receipts: Itemized invoice required; must show a balance due of zero.
Subleases: Only allowable for international travel. Provide an invoice or a memo which indicates the amount paid, the duration of stay, and the signature of the property owner. Domestic subleases are NOT reimbursable and can only be paid for directly by the University.

c. Mileage reimbursement: May not exceed standard coach airfare; a comparison quote for standard coach airfare must have been obtained by and submitted for comparison. Provide exact dates and destinations, including an Internet map showing travel route and mileage.
d. Lost Receipts: In the signed memo explain the loss and state that you have not and will not seek reimbursement from another source. For car rentals and plane tickets, include the itinerary/invoice if possible; otherwise indicate trip dates, destination, and costs in your letter.

e. No Receipt Issued: The Comptroller will reimburse you for minor expenses under $75, such as turnpike tolls, buses, small copy jobs, and small meals, for which receipts were not issued. (One exception: business meals with other individuals must have receipts.) Keep a running list of these expenses, including date, amount, and place. At trip’s end, submit a signed and itemized expense list to Ms. Epison.