

# PhD Travel/Research Grant Guide

## 2022-2023

center for the study of race, politics, and culture

CSRPC

at the university of chicago

## Overview

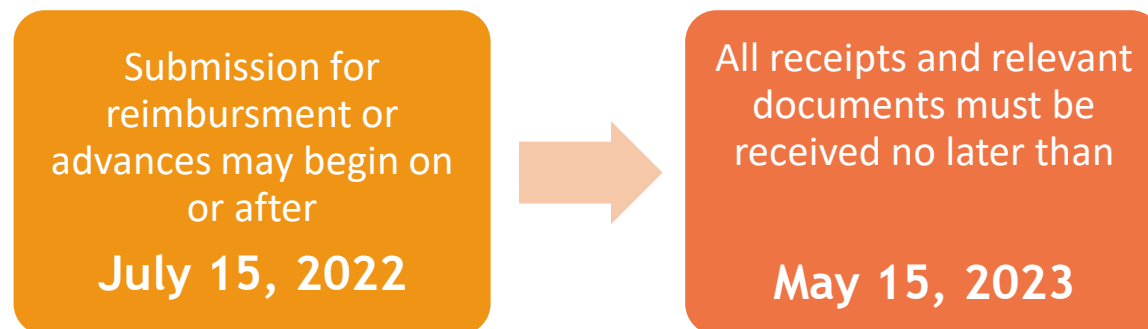
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Congratulations on your award! We hope that this takes you a step closer to successfully completing your project. Please read the following guidelines carefully.

Grant funds may be issued to you in the form of a reimbursement, advance (see Advances section of this document) or direct payment to the vendor. You may also elect to combine these forms of payment up to the total grant amount you are awarded.

Grant funds may only be used on certain types of expenses (as outlined below) and must be related to your dissertation/project proposal as you outlined in your application.

If you have any questions or need help completing any of these forms, please reach out to Marilyn Willis at [marilyndw@uchicago.edu](mailto:marilyndw@uchicago.edu)



# Allowable and Unallowable Expenses

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## Allowable Expenses

### Supplies and Compensation

- Research software
- Books/e-books
- Audio recording equipment
- Transcription and/or archival services\*
- Research Assistants compensation\*
- Human subject compensation\*\*
- Conference fees

### Travel

- Plane tickets
- Baggage Handling
- Rental cars
- Personal vehicle mileage
- Parking
- Tolls
- Ground transportation (buses, trains, cabs, Lyft, Uber)
- Lodging (hotel, Airbnb)
- Meals while traveling

## Unallowable Expenses

- Tech hardware (computers, tablets, printers)
- Cell phones and cell phone usage/data
- Lodging/rentals (non-travel)
- Meals or travel for colleagues, family, friends

\* Transcription and/or archival services and research assistants can also be paid for DIRECTLY by CSRPC. Please contact Marilyn Willis to arrange this. **NOTE:** If paying out of pocket for transcription and/or archival services, a completed UChicago W-9 is required from the vendor rendering services, for reimbursement.

\*\* If you will be working with human subjects and require approval from the Social and Behavioral Sciences Institutional Review Board (SBS IRB – see <https://sbsirb.uchicago.edu/>), documentation of IRB approval must be submitted along with the materials specified below.

# Reimbursements

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You may begin submitting reimbursement materials on July 15, 2022. **All materials must be submitted within 30 days of the completion of your trip or research and no later than May 15, 2023 (whichever is earlier).** CSRPC cannot process reimbursement requests submitted after this date due to the closure of the University's fiscal year. You will only be reimbursed up to the amount of your award.

## Travel Reimbursement

To process your travel reimbursement, please submit:

1. [Student Certification Form](#)  
*PI name and signature must be completed by a faculty member*
2. [Travel Expense Voucher](#)  
*Itemize all travel expenses in their proper section. Disregard everything below "total expenditures" and be sure to sign on "signature of traveler"*
3. All receipts
4. One page report of how the funds were used (research completed, results, next steps)

Submission - *Please submit all documentation, within one PDF file, within one email.*

## Supply/Non-Travel Reimbursement

To process reimbursement for supplies and other non-travel expenses, please submit:

1. [Student Certification Form](#)  
*PI name and signature must be completed by a faculty member*
2. [Non-Travel Expense Form](#)  
*Briefly explain expenses and itemize*
3. [University of Chicago W-9 form](#) or [UChicago W-8BEN-S form](#) - international (when applicable)  
*Depending on vendor, the University may require this form as well for expenses such as transcription or archival services. We will let you know if this is also needed.*
4. All receipts
5. One page report of how the funds were used (research completed, results, next steps)

Submission - *Please submit all documentation, within one PDF file, within one email.*

Submit all forms to Marilyn Willis at [marilyndw@uchicago.edu](mailto:marilyndw@uchicago.edu). We strive to get your reimbursed promptly. Occasionally, the University will return reimbursement requests for additional documentation or clarification which will delay the process. Once the expense is cleared by the University Shared Services, payments are issued via direct deposit on the bi-weekly payroll schedule.

# Advances

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Advances of your funds may be issued to you for travel, human subject incentives, or other purchases for which funds are required prior to purchase.

**Advance payments must be reconciled within 90 days of payment receipt.** Reconciliation documentation received after 90-day payment receipt run the risk of receiving earned income tax implications. **Advance requests must be requested before February 1, 2023.**

Documentation/receipts must account for all funds dispersed in the advance. If you do not have receipts or documentation available to support the advance that was used, you will be required to return the balance to the University.

## Requesting Advances

### Travel Advances

To request an advance for travel, please submit:

1. [Student Certification Form](#)  
*PI name and signature must be completed by a faculty member*
2. [Advance Request Form](#)
3. [Travel Expense Voucher](#)  
*Complete with your expected itemization*

Submission - *Please submit all documentation, within one PDF file, within one email.*

### Human Subject Compensation Advances

To request an advance for human subject compensation, please submit:

1. [Student Certification Form](#)  
*PI name and signature must be completed by a faculty member*
2. [Advance Request Form](#)
3. A copy of your IRB approval

Submission - *Please submit all documentation, within one PDF file, within one email.*



## Reconciling Your Advance

To reconcile travel advances, please submit:

1. [Student Certification Form](#)  
*PI name and signature must be completed by a faculty member*
2. [Travel expense voucher](#)  
*Itemize all travel expenses in their appropriate section. Disregard everything below "total expenditure". Be sure to sign on "signature of traveler"*
3. All receipts
4. One page report of how the funds were used (research completed, results, next steps)

Submission - *Please submit all documentation, within one PDF file, within one email.*

To reconcile a human subject compensation, please submit:

1. [Student Certification Form](#)  
*PI name and signature must be completed by a faculty member*
2. Coded payment log  
*Payments should be coded according to your IRB protocol*
3. Receipts  
*If applicable (gift cards)*
4. One page report of how the funds were used (research completed, results, next steps)

Submission - *Please submit all documentation, within one PDF file, within one email.*

Submit all documentation to Marilyn Willis at [marilyndw@uchicago.edu](mailto:marilyndw@uchicago.edu). All advances must be reconciled within 90 days after your trip's end or completion of research activities. Reconciliation documentation received after 90-day payment receipt run the risk of receiving earned income tax implications.

Advance requests must be requested before February 1, 2023 to comply with University's fiscal year. Please plan your trip/research activities accordingly.

The common vagaries of travel/expenses can be resolved as follows:

- **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.
- **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.
- **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.
- **Lost Receipts:** In a 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.
- **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