Graduate Student Travel Funding Policy 2018-19

Travel funding is awarded by the Department of Art History to assist graduate students with travel to conferences, exhibitions, and/or to conduct research during the academic year or the summer break.

APPLICATION PROCESS

Award information, including requirements and deadlines, is available here: https://arthistory.rice.edu/opportunities/prizes-and-awards/graduate-awards.

Graduate students submit proposals for various travel awards, along with an appropriate justification and budget. Graduate students should also contact advisors to discuss their proposals (sharing justification, budget, and work being presented at conferences or planned for research trip) and request a letter of support from the advisor for the proposed travel and budget. Applications are considered for approval by the Graduate Committee, according to award deadlines.

NOTE: Early submissions are accepted and considered for time-sensitive requests in special circumstances with proper justification. If a trip is anticipated, but not confirmed (i.e., awaiting an acceptance letter from a conference), a proposal should still be submitted within the appropriate round of funding with a statement outlining the circumstances of the request.

TRAVEL GUIDELINES


2) Students are expected to apply for outside funding whenever possible to defray costs to the department. Outside funding support received after submitting the travel request must be reported to the Graduate Program Administrator. The amount of outside funding may be deducted from the amount provided by the Department of Art History.

3) Once travel funding and trip budget is approved, if travel dates or logistics change, or the trip is cancelled, the student must notify the Graduate Program Administrator as soon as possible and may need to resubmit to the Graduate Committee for reconsideration. If the Graduate Committee is not informed of alternate plans prior to the travel, funding will likely not be conferred. Additionally, documentation of comparable costs should be submitted when extending or rerouting trips for personal travel.

4) A department purchasing card (p-card) is available (and strongly encouraged) for making purchases for student travel in advance of travel (flights, conference fees, etc.) and limiting the amount of reimbursement needed later on.
ALL additional reimbursements and advances are processed through Concur. The department will host travel info sessions to coincide with award decisions, which will include Concur training, and students receiving travel funding are required to attend at least once. It is the student’s responsibility to follow instructions for submitting Expense Reports via Concur. Errors in Concur reports will delay reimbursements.

Students who travel internationally on Rice funds are required to register their trip with International SOS and the U.S. State Department’s Smart Traveler Enrollment Program (STEP). Information and links for both programs are located at [http://travelregistration.rice.edu](http://travelregistration.rice.edu).

**CONCUR REPORT DETAILS**

1) Per Rice University policy, travel expenses (for reimbursement or settling advances) should be approved by Payment Solutions no later than 30 calendar days after the trip end date (after review and approval by graduate program and department administrators). To allow time for the entire review and approval process, Art History graduate students should submit Concur Expense Reports within 10 business days after the end date of the trip to the Graduate Program Administrator. Please note: Concur reports are subject to audit by payment solutions.

2) Allowable expenses:
   a. For exhibition and conference travel, students can apply for funding for the following: flights/ground transportation to destination, lodging, and conference entrance fees. Conference attendance proposals are capped at $500, exhibition travel is capped at $750, and conference presentation proposals do not have a set limit.
   b. For research travel, students can apply for funding for the following: flights/ground transportation to destination, lodging, entrance fees to museums/collections, per diem to cover meals and incidentals - according to policy below).

3) For graduate student travel in the Department of Art History, per diem for meals and incidental expenses (M&IE), such as local transportation, etc., is calculated as 50% of per diem rate for the travel destination, with a minimum of $25/day and a maximum of $100/day. Domestic per diem rates can be found here: [https://www.gsa.gov/portal/category/104711](https://www.gsa.gov/portal/category/104711). Foreign per diem rates are here: [https://aoprals.state.gov/web920/per_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).

4) Mileage is reimbursed per the Rice University Rate which can be found here: [http://www.professor.rice.edu/professor/irs_mileage.asp](http://www.professor.rice.edu/professor/irs_mileage.asp).

5) Rice travelers do not pay state hotel tax in Texas. A tax-exempt form is available [here](http://www.professor.rice.edu/professor/irs_mileage.asp). Students who skip this step will NOT be reimbursed for Texas hotel tax.