School of Journalism and Communication

Graduate Research Funding Request

Requests must be approved by the Graduate Affairs Committee before beginning research and must be submitted by the 5th week of the term.

Name: ____________________________________  UO ID: ________________  Date: _____________

Description of research and its relation to your project (attach additional sheets if necessary):

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Advisor approval ___________________________________________       Date: ______________

Total funding requested (attach itemized list): ____________________

Previous funding received from SOJC (amount and purpose): ________________________________

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Limit of $300 per year subject to availability of funds

1. Itemize all requests on separate attached sheets.
2. Submit the request prior to beginning research.
3. Attach supporting documentation (thesis/project related approval must be attached for thesis/project related research)

If you are requesting travel reimbursement as part of your research funding request, please see reverse for guidelines that must be followed.

Updated 12/17/14
General Travel Policies

Funding requests must be approved by the Graduate Affairs Committee before travel.

You must submit receipts for all reimbursements requested:

- **Automobile:** Mileage reimbursed at .56/mile. Note: You must obtain a comparison quote if driving out of state instead of flying.
- **Meals:** Per Diem is easiest - no receipts required. Rates vary from $52-$65/day
- **Lodging:** Original receipt required - must show a "zero" balance to prove payment (Caution: "electronic" checkout receipts do not show a "zero" balance)
- **Registration:** Original receipt required along with copy of brochure or announcement
- **Supplies/books:** Original receipt required
- **Misc. items:** Airport transportation, parking, taxis, entrance fees, etc. - save as many receipts as possible.

Airfare Policies

- Airfare may be purchased from one of the following UO contract agencies and charged to UO:
  - *Peak Travel:* 541-686-1111
  - *Pan Am:* 541-359-3751
  - *Premier:* 541-747-0909
  Ask for a University agent and have them e-mail an itinerary to kwijal@uoregon.edu for airfare authorization.

- Airfare may be purchased from other sources such as the internet, other agencies not listed above, or directly from the airline. If this is the case, you must pay for the ticket up front and get reimbursed after your trip. Submit your receipts to the SOJC accounting office after the trip is complete.

- Comparison airfare quotes are required under any of the following circumstances:
  - Combining business and personal travel
  - Adding additional days for cost-saving purposes
  - Using non-direct routes (e.g., using PDX airport instead of EUG airport)
  - Driving a vehicle out-of-state rather than flying

If you have any questions, please see Kwija Lee in 214B Allen Hall, 346-3806.