School of Journalism and Communication

Graduate Travel Funding Request

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

Name: _______________________
UO ID: _______________ Date: __________

For conference/presentation:
Type of presentation: ____________________________________________________________
(i.e. individually authored, joint-authored refereed paper, plenary presentation, discussant, panel organizer, etc.)

Title of paper/presentation: _______________________________________________________

Name of organization/meeting, location and dates: ________________________________

(If the organization/meeting is not well known with the School, please give more details about the significance of the group/organization/meeting and your participation.)

Funds requested:
Transportation: ___________
Fees: ___________
Lodging: ___________
Misc.: ___________
TOTAL: ___________

Amount of funding requested: ___________

Other SOJC/UO funding requested/anticipated. Specify source(s): __________________________

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

Advisor approval __________________________ Date: ____________

Attach copies of any supporting documentation (including acceptance letters, copy of paper, approved research proposal, etc.)

Updated 10/6/2014
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.