A Guide to GSG Travel Grant Reimbursement

What materials do you need?

1. Receipts of your purchases. Please try to have as many of the receipts as possible.
2. Travel Grant notification award email you received from the GSG Treasurer.
3. A completed Michigan Tech Travel Voucher, which can be found online here: [http://www.admin.mtu.edu/acct/pdf/travform.pdf](http://www.admin.mtu.edu/acct/pdf/travform.pdf)
4. If you drove, print out the directions to the conference location (using Google Maps, for example).

How to fill out the Travel Voucher?

**STEP 1: Travel Information**

Start by filling out your information concerning the travel.

![Travel Information Section](image)

*Figure 1: Travel information section.*

You should be able to fill out every section, except for section A and B (see Figure 1):

- Leave A blank: this is where your funding sources will put the account information.
- Leave B blank unless you have been instructed by your other funding sources to include information here.

**STEP 2: Daily expenses**

In this step, you will need to insert all of your daily expenses. Once you have filled out completely the voucher table, the “TOTAL” column on the right side and the “EXPENSES” row at the bottom will automatically update (see Figure 2 for a screenshot of the whole Voucher).
STEP 2.1: Filling out the meal section

Fill out the “per Diem” section first (see Figure 3). At Michigan Tech, per Diem is the method utilized for meals. You will need to look up the per Diem rate for the location of your conference here: http://www.admin.mtu.edu/acct/dept/travel/procedures.htm#PerDiem. The per Diem is written in and then broken down into three meals a day, according to the provided break available on the above website.

STEP 2.2: Filling out the other expenses (lodging, air fare, etc…) section

Take a look at Figure 4 which shows the second part of the voucher table. For convenience, we have nominated every entry with letters going from C to M.
For items C-L, you may or may not have paid for these expenses yourself. If you paid for any of these expenses, be sure to fill the appropriate entry and also attach the receipts.

*Some common expenses for graduate students in this section:*

- **ITEM C – Lodging.**
  - If you paid daily, insert the daily amount here.
  - If you paid in full, place the amount in the day in which you paid.

- **ITEM D – Trans. Common Carrier.** Insert on the day of departure, the full air fare.

- **ITEMS E/F/G/H/I/J/K/L.** These expenses should be entered on the day in which they occurred.
  - **NOTE:**
    - Registration fees (ITEM G) may have been paid months in advance. Put this expense on the day of departure for the conference.
    - Tips (ITEM K) are to be included if you tip any expenses other than meals. Receipts with the tips must be attached and should be entered on the day that the expense occurs.
    - If you are unsure of where to put an expense, put it in “other expense” (ITEM L),
then attach a note on the receipt. Otherwise, you can contact the GSG Treasurer for assistance.

- **ITEM M – Expenses.** Total expense for the considered day. Due to the nature of the form, this entry will be automatically updated.

**STEP 3: Personal car expenses**

If you drove your own personal vehicle to the conference location, you should fill out this section. Attach a map of the directions with the miles printed from a site such as MapQuest or Google Maps. You must accurately document the mileage (see Figure 5 for a screenshot of the section).

![Figure 5: Car expenses screenshot.](image)

**STEP 4: Completing and signing the Travel Voucher**

Once you are done with step 1–4, the following section will be completed automatically (using the data that was entered). If the “Due traveler” amount is larger than the amount you are funded in total, leave the amount as entered (see Figure 6): it will be adjusted once all funding amounts have been signed off.

![Figure 6: Final amounts.](image)
The form is almost complete. At this point, make sure that all the information you have inserted is correct. If nothing needs to be modified, print it and sign it (see red rectangle in Figure 7). Leave blank the “Signature of Department Chair or higher” box (see blue rectangle in Figure 7), it will be taken care of during the processing.

**Figure 7: Signatures box. Put your signature in the red rectangle while leaving blank the blue one.**

**STEP 5: What to hand in and to whom**

Once again, you need to:

- Submit all the receipts for the expenses you filled out.
- Submit the completed Travel Voucher (having followed steps 1-4).
- Submit the Travel Grant award notification email you received from the GSG Treasurer.

If you are receiving other funds from a Michigan Tech source (i.e.: your advisor, your department, etc…), hand everything in to them. They will write in the “Account Index” (see Figure 1) the amount that they will be funding. Afterwards, they will sign the voucher and then pass it to the next source.

  - **Note:** The print out of the award email instructs them to send it to the GSG office rather than Accounting Services once they have completed the form.

If you are NOT receiving any funds from additional Michigan Tech sources, send the Travel Voucher to the GSG office. The materials can be sent by campus mail to:

*Graduate Student Government*

*Room 405, Administration Building*

- **OR** – dropped off at

  - The GSG office directly – **OR** –
  - The Graduate School, 4th floor, Administration Building.

Once the Travel Voucher is submitted to GSG, it may take up to a week before the materials will be processed and forwarded to Accounting Services. When Accounting Services receives the completed form with all the receipts, account information and signatures it will typically take a couple weeks before you receive your reimbursement.
In some cases, the department may provide reimbursement for your trip prior to the awarding of the Travel Grant or may have covered the expenses for you. In this case, you can forward the award notification email to the person who coordinated the reimbursement/coverage of your expenses. Please, instruct them to contact the GSG Treasurer for reimbursement to be arranged between your department/advisor and GSG.

The time to receive your reimbursement may vary based on the address that your check is sent to. The process can be sped up by making sure that you have non-payroll direct deposit set up (see the Non-Payroll Direct Deposit Guide available on our website).

If you have any questions, please contact the GSG Treasurer.