

STUDENT TRAVEL GRANTS: POST-TRAVEL CHECKLIST

Mark Your Calendar with Your Deadline.

Ensure that all receipts and paperwork are turned in within 28 days of your return. Reimbursement requests will not be fulfilled after 28 days, unless previously arranged (due to extenuating circumstances) with the Undergraduate Research Opportunities Program.

Organize Your Receipts.

Please review <http://www.stthomas.edu/research/urop/programs/travel/policy/> for important information about what expenses are allowed, what we require for receipts, etc. Gather all of your receipts, and group them into the following categories: Lodging, Airfare/Baggage, Ground Transportation and Meals. Meal receipts should be organized in chronological order, and marked with Day 1 Breakfast, Day 1 Lunch, Day 1 Dinner, etc.

Begin Completing Your Student Reimbursement Form.

Open and complete the form here:

<https://www.stthomas.edu/purchasing/payments/reimburseindividual/studentreimbursement/>

You will complete parts I, II, and III, as well as the first half of part IV. In the first half of part IV, you will list the total amount of expenses in each category (lodging, airfare, meals, etc.) as well as the total of all expenses you incurred. Please remember that this form only includes expenses that you personally paid, and for which you (not your academic department) need to be reimbursed.

Bring Your Student Reimbursement Form to your Department.

If the grand total of your receipts is \$500 or less, or if you did not receive a funding offer from your department, you do not need to bring the form to your department. UROP will automatically fund up to \$500.

If your travel grant award was more than \$500, and that was stated in your award email, you will have matching funds. To receive these funds, take the form and your original receipts to your faculty sponsor or the budget-responsible person in your academic department **BEFORE** you bring it to UROP. That person will fill out the Index/Account/Activity/Location and the amount to be paid by your department in part IV of the Student Reimbursement form. If any part of this is unclear, please show your department contact this checklist. If that still doesn't help, ask them to call Laura at 262-6033.

In order to calculate the amount your department will need to pay, begin with the grand total of your receipts. Subtract \$500 (this is the initial portion of your Conference Travel Grant), and divide the remaining amount in half. Fifty percent of the remainder is your department's responsibility, and the other fifty percent is UROP's match.

To put it another way:

$$\frac{(\text{Total expenses} - \$500)}{2} = y$$

y = the matched amount to be reimbursed by your department [up to \$250]

$\$500 + y$ = the amount to be reimbursed by the GRO [up to \$750]

$\$500 + 2y$ = your total reimbursement [up to \$1000]

Share this information with your faculty sponsor or the budget-responsible person in your department so that he or she can fill out the Index/Account/Activity table on your Student Reimbursement Form. That person will fill out the table for the amount your department is responsible for, and will sign it where it says "Budget Responsible Person or Advisor Approval."

Bring THIS CHECKLIST and Your Student Reimbursement Form to UROP.

After your department has added their contribution and signed your Student Reimbursement Form (if applicable), bring it along with all original receipts – as well as this checklist – to Laura Bru in Room 326 Aquinas. Laura will review your receipts to ensure they can be accepted, and will fill out the remainder of the form before submitting it to Accounts Payable.