



**Academic Services – Nexus 145
Travel Guidelines**

In order to assure funding for research venues, students must first be pre-approved at least one month prior to departure. If there are multiple authors/presenters, only the principle presenter will be provided support. If there are two principle presenters each will receive 50% of the funds provided. You are required to bring to the Office of Academic Services a complete proposal outlining the details of the trip. You are also required to present confirmation that you have been invited to present and proof that you presented.

Eligibility

1. Undergraduate students must be registered full-time at Adelphi during the semester of presentation.
2. Master’s students must be registered for a minimum of 6 credits during the semester of presentation.
3. Doctoral students should seek support from the Office of the Dean.

Once approved, students will be required to follow the guidelines listed below. Students will be limited to attending one conference, meeting or NCUR funded by the University. **Funding is not guaranteed.** Any expenses incurred after returning to NY will be the student’s responsibility. If a student does not attend the conference, any expenses incurred by the University will be charged to the student’s account. The Office of Academic Services will not issue funds in advance.

The Office of Academic Services will cover up to \$650 to be used only on:

1. **Conference Registration Fee**
2. **Transportation/Airfare-** Academic Services will reimburse for the least expensive transportation option. Baggage fees are the responsibility of the student.
3. **Hotel-** Room sharing will be required if it can be appropriately arranged. Reimbursement will only be made to the student who purchased the room on their credit card. If two or more students who shared a room are seeking reimbursement, please ask the hotel to split the cost amongst the different credit cards. If you are booking a hotel in New York or Florida, please note that Adelphi will not reimburse for hotel tax in those states.

All arrangements should be made by the student. Upon return, students must submit their ORIGINAL receipts showing the amounts paid. Screen shots of the receipts will not be accepted. A copy of the conference program listing confirmation of your presentation must be submitted. Attendance verification must also be presented (such as a name badge or program). Students will be required to fill out a Travel Expense form and provide an original signature for reimbursement.

Mileage

Should a student choose to drive to a conference, mileage will be reimbursed at the standard mileage rate used by the IRS. The current rate is 54 cents per mile as of January 1, 2016. The standard mileage rate takes into consideration all automobile operating expenses including gasoline/oil, wear and tear and maintenance, repairs, insurance, and depreciation. While tolls and parking fees are reimbursable if properly documented, the University will not reimburse for parking fines and/or moving violations. For mileage reimbursement, please include driving directions from Google Maps which outlines the mileage to/from the conference venue. For toll and parking reimbursement, please include those receipts showing the amounts paid.

Abstracts and Posters

Abstract fees are the responsibility of the student. Undergraduate Students who need hard copy posters can stop by the Office of Research and Sponsored Programs (Social Work Rm. 116) to have their poster printed. Please allow a week’s notice for printing.

NCUR

1. The University will fund all legitimate expenses for NCUR. These include transportation, lodging & registration.
2. Students must be nominated by a faculty member and must apply and register to NCUR through the Office of Academic Services.
3. The Office of Academic Services will make all arrangements (i.e. transportation, lodging and registration) for NCUR travel.

Student Signature

Date

Updated- November 2017