Student Research Travel Guidelines

The following guidelines will be used for travel to Boston for the 2015 AADR meeting:

**ANY RECEIPT THAT WAS PAID FOR ON A CREDIT CARD MUST BE FROM A CARD IN YOUR NAME!**

A total of $1087.00 has been allotted per student to meet travel expenses. Any amount spent over this figure will be expenses incurred by you. The following must be followed in order to be reimbursed for your expenses:

**You must become a student member of the AADR.** You must complete this first in order to register for the meeting. Go to aadronline.org to become a member. Click on the membership tab then scroll down to the link for join now. Then follow the directions for becoming a student member. You will need to check two boxes, one for IADR membership ($47) and then the AADR box under division/section ($40). You do not need to check anything else. **Membership must be completed by January 15th** so you can register for the meeting. Keep a receipt for you membership to turn in after the meeting along with your other receipts for reimbursement.

**Registration** is $180.00 for a student member. This is a set amount. You must turn in your receipts showing that the registration fee has been paid. **Registration must be completed by January 15th or your abstract will not be officially accepted to the meeting.**

**Hotel and meal.** This is based on a per diem basis. We will reimburse a maximum of $130.00 per day combined meal and hotel expense, based on a 2 night stay. We will only pay for hotel stay on Wednesday, Thursday, or Friday nights. You may stay longer, but this will be at your own expense. Of the $130 per day, the maximum hotel expense per day may only be $100.00, and the maximum expense for meals per day may only be $40.00. So, the less you spend for hotel the more you have to spend on your meals, and vice versa. **Itemized Receipts must be turned in for all meal expenses (a credit card receipt with only the total is NOT acceptable).** A final copy of your hotel bill must be turned in that shows a zero balance for your hotel stay, indicating that you have paid for your room. The hotel receipt must be in your name – if you share a room that was booked by someone else, ask the hotel to generate a receipt for your part of the payment in your name showing a zero balance. DO NOT have one person pay the full amount – they cannot be reimbursed for expenses over the maximum allowed and you cannot be reimbursed for your part without a receipt in your name.

However, one person may book the hotel/pay through an online service like Hotels.com. Because this is booked and paid through a service, you do not need to ask the hotel for a receipt. Directions for reimbursement will be provided.

**Airfare:** We are allotting a maximum of $443.00 for airfare. Any amount spent over this figure will not be reimbursed. The more you spend on airfare the less you have to spend on hotel and meals, so find the lowest airfare possible. Do this soon as possible as
roundtrip airfare is currently lower than this on American. Shop around, try different days and times, but try and find the best rate possible

**DO NOT book your airfare and hotel as a package** through a service such as Orbitz, Expedia, etc. The State requires a breakdown of expenses itemizing how much was for airfare, how much for hotel, etc. We know from experience that these services will NOT provide such a breakdown for you and you will not be reimbursed for your expenses.

There is usually either a shuttle service between the hotel and the airport, and in Boston there is a great train system that is very inexpensive to ride. Cabs are available, but these are usually much more expensive. If you decide to take a taxi or other means of transportation that is fine, but we will only reimburse $40.00 total for this expense. Share a cab whenever you need to use one to reduce overall expenses. We will not reimburse for a rental car for use within Boston. Keep your receipts for travel expenses.

**Getting Reimbursed:**

When you return, you must turn in all reimbursement forms (will be available online) to the Research office by Friday, April 3rd. You will not be reimbursed after this date, so don’t delay on filling out your reimbursement forms. Your mentor or the administrative assistant in the department in which you worked (not the research office) can help you fill out the forms. The form must be complete in order for the HSC to provide reimbursement.

Typical travel expenses
Registration $260
Airfare $440
Hotel $200
Meals $60
Transportation $40
Membership $87

Total $1087

Receipts: You must turn in receipts for all expenses for which you wish to be reimbursed.

Hotel: You must have a receipt for hotel expenses. Even if you share a room, to receive reimbursement you must turn in a receipt **in your name**. Also, the receipt must show a **zero balance** proving that the bill has been paid.

If one person booked the hotel/paid through an online service like Hotels.com:
- The person who booked should provide a copy of the online receipt with the names of all individuals who stay in the room written on the receipt to all individuals.
- The person who booked/paid should request reimbursement for only their share of the expense
- The other individuals who stay in the room must write a check to the person who booked/paid and keep a copy of the check to turn in with the reimbursement request.
The person who booked/paid must sign a receipt (form available online) to be given to all other individuals who stay in the room. They must turn in this receipt with the reimbursement request.

Because this is booked and paid through a service, you do not need to ask the hotel for a receipt.

Meals: You must turn in itemized receipts for all meal expenses. You must turn in the itemized receipt, not just a receipt that shows the total amount paid. Also, you cannot be reimbursed for alcoholic beverages, so pay for these separately, or if they are on your itemized receipt you will not be reimbursed for those charges. Remember that if you deduct a charge for alcohol to also deduct from the overall tax and tip you paid on the bill.

Airline: turn in your airline statement/receipt showing you have purchased your airfare.

Registration: turn in your registration statement showing you have submitted an abstract and paid registration.

Transportation: keep all receipts for shuttle/taxi to and from the airport and hotel.

Membership: turn in your membership receipt form.