**GUIDELINES FOR DOCUMENTS REQUIRED FOR GSS EXECUTIVE TRAVEL REIMBURSEMENT**

1. Documents which apply to all reimbursements
	1. Payment Request form & Transmittal form
	2. Itemized receipts *(Original receipts)*
	3. Credit card photo *(with first 12 numbers obscured)*

/bank statement *(if the receipt does not serve as proof of payment such as not having the last four of the credit card that connects to the student or a tip was handwritten)*

* 1. Attendance (at the post-travel presentation if required)
1. Demonstration of earned eligibility for travel reimbursement
	1. Budget to show amount allotted to each officer’s travel reimbursement amount
	2. Minutes from first GSS meeting of the academic year to show that the Senate approves of the annual travel reimbursement amounts for each officer as determined by the GSS By-Laws
	3. A document stating the amount that a given officer qualifies for the amount of travel reimbursement at time of submission as determined by the GSS By-Laws.
2. If the reimbursement is filed during the current year the Exec Officer is holding office, a notation on the disbursement request stating the following will suffice. A separate document containing this document is also acceptable.

*As of date of this request {date} -*

*{officer name} has earned travel dollars of: {amount}*

*And has previously received through reimbursement: {amount}*

*Leaving remaining eligibility as: {amount}*

1. If the reimbursement is filed after the Exec Officer has left office, use the statement which was signed by three members of the same E-Board that the officer filing the reimbursement belonged to, i.e. officers from the 2017-18 needs a document signed by three signing officers in the 2017-18 E-board.
2. Types of travel eligible for reimbursement
	1. Conference[[1]](#endnote-1)
		1. Banner page which includes the following information:
			1. Location and date of conference
			2. How conference is relevant to community benefit
		2. Demonstration of how this conference benefits the graduate community
3. If the title of the conference or information on the banner page is clear, i.e. *statement if it were a conference on how to be a better Graduate Student Senate,* then additional paperwork demonstrating how this ties back to the community is not required, i.e. no presentation required.
4. If it is not clear how the conference benefits the graduate community, then a presentation to the community as well as a document tying the presentation to the conference would be required. See presentation guidelines in section IV.
	* 1. For more information, please see endnote i.
	1. Industry tours, university visits, meeting with professionals, etc.
		1. Document that has acknowledgment from the organizer or host of the event which communicates the intended purpose or benefit of the travel. An example of this could include an email from the officer outlining the purpose of the travel, which then must receive an affirmative response from the host or organizer. *In addition, the information should be on company letterhead or from a company email address.*
		2. This document could be obtained before or after travel, though we strongly advise this documentation be secured prior to travel so the student is not at risk for not meeting the required guidelines.
5. Types of purchases eligible for reimbursement
	1. Travel
		1. Tickets for travel by airplane, bus or train.
		2. Mileage
			1. Must provide driver’s license
			2. Must provide insurance showing coverage amounts to verify that the University’s minimum requirements are met
			3. Map of mileage, also with note on map stating what origin and destination locations are
		3. Car rental & gas fill-up
		4. Taxi/Shuttle/Uber/Lyft – For each trip, a statement indicating what original and destination locations are
	2. Accommodation
		1. Hotel
		2. Air BnB (will be reimbursed but not encouraged due to the organization not meeting certain University standards)
		3. Splitting charges is very complicated and we strongly advise against this

*Receipts submitted should be for the travelling officer only. If there is a receipt that incudes anything that doesn’t apply to the student, it should be marked accordingly*

* 1. Meals
		1. *The regulations say the expenditures should have a business justification and be reasonable.* Even though the guidance for what is considered reasonable falls in the court of GSS, keep in mind that the Business Office also has to justify the cost so GSS should also advise officers to stay within reasonable spending guidelines.
		2. *Per diem* reimbursement is not allowed, though we can check what is considered reasonable from the University Travel *per diem* guidelines.
		3. Alcohol cannot be reimbursed and meal reimbursements must contain itemized receipts.
	2. Registration
		1. For conferences, trainings, or educational tours.
		2. Again, the criterion “Demonstration of how this conference benefits the graduate community” as described in point II. A. 2 must be satisfied.
1. Presentation
	1. Presentations can be given at a GSS meeting. *The presentation should tie back to the information obtained through the benefit of the travel.* In this case, *either* a copy of the presentation *or* detailed minutes stating how the presentation ties back to the community must be submitted.
	2. Presentations can be given at a reasonable time, so long as the presentation is well-advertised (Daily Digest or GSS student listserv) and does not take place during a coinciding holiday, inclement weather or other major event.
2. Other considerations
	1. International travel
		1. Possible but should be considered
		2. GSS should determine the risk, what is reasonable and if there are other domestic alternatives. At the end of the day, GSS can decide to set caps or internal policies on what they deem to be reasonable. *Global affairs can be involved to provide support for international travel.*
	2. GSS may want to consider pre-approving travel, accommodations and registration via PO-like form to reduce risk for officers in the future.
1. ***“Why” will always be the business justification that the student is incurring travel expenses in order to obtain knowledge for the benefit of the UCONN graduate community upon return. The remaining documentation required is who, where, when and what:***

***“Who” is sponsoring the conference and travelling?***

***“Where” is the conference?***

***“When” is the conference?***

***“What” is the topic of the conference? This is the piece that may need additional information. If the banner page(s) indicates that it is a conference sponsored by the Water Quality Association on increases in lead in water samples of the Idaho River and that is the information the student wants to learn and bring back to the UCONN graduate community then the banner page(s) will likely be sufficient. If however, the banner page says WQA Annual Conference with no information about the desired information to be learned and in turn, shared with the UCONN graduate community, then the student should obtain additional info as to what is being conveyed at the Conference to be shared. It might also serve the student well in this type of situation, to indicate in a sentence or two, the information they endeavor to learn which should tie to the information shared when they return.***  [↑](#endnote-ref-1)