

**The Catholic University Of America**

*Department of Greek and Latin*

*McMahon Hall 205*

*Washington, DC 20064*

*202-319-5216*

**Greek and Latin Graduate Travel Fund**

The Graduate Student Association of the Department of Greek and Latin is happy to offer reimbursement grants to qualifying departmental graduate students, to supplement reimbursement from the CUA Graduate Student Association and other sources (e.g. the Classical Association of the Atlantic States). Funding is granted on a first-come, first-served basis as funds are available, so we encourage you to apply well in advance.

**Eligible Students:**

* are fee-paying graduate students in the Department of Greek and Latin,
* are confirmed presenters at an academic conference,
* have already applied for funds from the GSA and (if applicable) the conference.

**Eligible Expenses:**

Only expenses not covered by another source of funding will be considered for reimbursement.

* Plane, rail, and bus tickets
* Car rentals
* Gas and tolls
* Registration fees
* Lodging fees
* Presentation materials (e.g. poster printing/photo-copying)
* Taxi, Uber, and Lyft fares
* Conference banquets

**Funding Policies**

* An individual may receive up to $250.00 per year.
* An individual must apply for the grant before travel.
* No reimbursement will be issued until after the conference or travel.
* Expenses that are deemed not economically reasonable will not be approved or refunded.
* For presentation materials, the maximum amount that will be refunded is what it would cost on campus (http://pryzbyla.cua.edu/service-and-sales/large-format.cfm).
* Gas for a personal vehicle will be reimbursed at the rate of 20 cents per mile. To generate the mileage count, one must use Google Maps to chart the fastest route from home to the lodgings.
* Gas for a rental car will be reimbursed with the original receipts.
* Tolls will be reimbursed with original receipts.
* Requests that do not adhere to the guidelines will be returned to the applicant.
* If you have any questions before or during the process, please contact the Greek and Latin GSA Senator and Alternate.
	+ Senator 2018-19: Keturah Kiehl (41kiehl@cua.edu)
	+ Alternate 2018-19: Alex Poulos (71poulos@cua.edu)

**FUNDING PROCEDURES:**

**Step 1. BEFORE the Conference**

1. Complete a Promissory Note and email it to the GSA Senator and Alternate.
	1. Make your best guess for anticipated costs.
2. The GSA Senator and Alternative will consult with the faculty advisor and evaluate your request.
	1. Faculty Advisor 2018-19: Dr. Sarah Ferrario
3. You will receive either an approval or a denial via email.

**Step 2. DURING the Conference**

1. Keep and scan all paper receipts and email confirmations for later reimbursement.
2. If you plan to share a hotel room, the bill must display the last four credit card digits and name of each person sharing the room. **We are not able to reimburse you if your name and last four credit card digits are not on the bill.**
3. Indicate by circling or bolding the exact expense on each receipt that matches the expense on the TER. **Your request will be denied if the numbers on your TER do not match the numbers on your receipts.**
4. If traveling by personal car, print out a map of the your route with the mileage (e.g. Google Maps). Track and note mileage driven between conference venue and lodging if it is necessary for you to drive between them.
5. If traveling by rental car, keep all receipts for expenditures on gas.

**Step 3. IMMEDIATELY After the Conference**

1. Complete a “Graduate Student Travel Funding Final Expense Report” (FER) and a University Travel Expense Report (TER). On the TER, sign or type your name under "Traveler's Signature," and print your name below that; disregard the authorizing signature line.
2. Submit the official reimbursement request along with the FER, TER, and necessary documentation/receipts to the Greek and Latin GSA Senator and Alternate **within 7 days of your return from the conference**. Your documentation should include:
	1. All receipts that list your expenses.
		1. Receipts must show your name, the exact amount paid, and the name of the conference or company that charged you.
		2. Clearly mark (i.e. circle, highlight, or underline) the specific expense on both original and electronic receipts.
		3. If any receipts are original cash register-style receipts, such as taxi fare, be sure to also bring original copies to the Office of Campus Activities (OCA) in 204 Pryz.
		4. **If you hand in any documentation to OCA,**such as paper receipts or conference attendance documentation, **mention this in the comment section of your reimbursement request.**
		5. Receipts must show your name, the explicit amount paid, and the name of the conference or company that charged you.
	2. If driving, a map showing your route and mileage (see above).
	3. Proof of conference attendance.
		1. *Either* a copy of the conference itinerary with your name and your presentation highlighted/circled
		2. *Or* a picture taken of you while presenting.
3. Per University policy, the Greek and Latin GSA Senator or Alternate will obtain the necessary signatures and, within 15 days after completion of the trip, he/she will submit your material through the Nest so that your reimbursement can be processed.

**Step 4. AFTER the Conference**

1. To acknowledge the department’s support, the traveler must present their research to the department at a colloquium (LOGOS, Early Christian Seminar, *vel sim*.)
2. Submit conference dates, location, and presentation title the Departmental Administrator (Mr. Bohdan Lonchyna, lonchyna@cua.edu) to be posted on the website of the Department of Greek and Latin.

**The Greek and Latin Graduate Travel Fund Committee 2018-2019**

Karen Carducci

Kathleen Kirsch

Keturah Kiehl (Greek and Latin GSA Senator 2018-19; 41kiehl@cua.edu)

Alex Poulos (Greek and Latin GSA Alternate 2018-19; 71poulos@cua.edu)