

**DEPARTMENT OF COMMUNICATION**  
**2022 - 2023 TRAVEL FUNDS FOR DOCTORAL STUDENTS**

[August 18, 2022]

Due to ongoing COVID-19 related changes, please check current Stanford travel allowability & restrictions:

<https://healthalerts.stanford.edu/covid-19/travelers/>.

Pre-travel and post-arrival testing and quarantine requirements are continually changing at the local, national and international level, travelers are also strongly advised to verify travel requirements through the [Centers for Disease Control](#) or by contacting Stanford's [Global Risk](#) office.

Travel funds of up to \$2,400 are available to assist eligible doctoral students traveling to professional meetings/conferences to present their research. Your submitted budget must reflect reasonable expenses which are subject to approval. Funding may be prorated based on quarterly enrollment.

The travel allocation is valid only for travel beginning in the current academic year, i.e. September 1, 2022 to July 31, 2023. It is up to the student to notify Mark DeZutti by June 1, 2023 to be eligible for a reimbursement for August travel. There is no option to carry over travel funds a future academic year.

**Eligibility**

Students must be in good standing, in years 1-5, and **must be presenting or co-presenting** a paper or poster at the meeting/conference. Travel funds may **NOT** be used for job interviews or for only attending a professional meeting/conference. Students applying for funding must provide written confirmation of their invitation to participate, such as a program including their name. Students must also acquire signed approval from their academic advisor to travel. **Students will not be reimbursed for travel during a leave of absence.**

**Reimbursement Procedure**

**PRE-TRAVEL:** Before any travel arrangements are made, submit the completed Application for Travel Funding form - signed by the student's advisor - to Mark DeZutti for approval. Please include your **conference invitation** and **estimated budget**.

To book air fare, hotels, or rental cars for [university-sponsored travel](#), students **must** utilize a [Stanford Travel booking channel](#) in order to ensure reimbursement.

**POST-TRAVEL:** Within 10 days of return from the trip, please submit the following documentation to Mark DeZutti, so you can get reimbursed:

- Completed Travel Expense Reimbursement Form
- Original dated and itemized receipts

It will take at least 10 working days from submission of all required documentation for the money to disburse.

**IMPORTANT:** Please note that only expenses that have been pre-approved (before travel arrangements have been made) on your budget by both your advisor and either Joyce Ichinose, Department Manager, or Katrin Wheeler, Student Services Manager, are eligible for reimbursement.

Under no circumstances will reimbursements be issued without **original itemized and dated receipts**.

Further information regarding Stanford's travel policy is available at

<https://adminguide.stanford.edu/chapter-5/subchapter-4/policy-5-4-2#anchor-23909>

[https://web.stanford.edu/group/fms/fingate/staff/reimburse/policy\\_notes/busexp.html](https://web.stanford.edu/group/fms/fingate/staff/reimburse/policy_notes/busexp.html)

**Stanford University**  
**DEPARTMENT OF COMMUNICATION 2022-23**

**PRE-TRAVEL APPLICATION FOR TRAVEL FUNDING FOR PARTICIPATION  
IN PROFESSIONAL CONFERENCES AND MEETINGS**

Name: \_\_\_\_\_ Student ID number: \_\_\_\_\_

Department: **Communication** Mail Code: **2050** Cell Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

Have you received a travel grant before during the academic year 2022-23? **Yes / No**

Date of travel grant award(s): \_\_\_\_\_

Are you registered in the current quarter? Yes / No

Conference title: \_\_\_\_\_

Dates of conference: \_\_\_\_\_ Location: \_\_\_\_\_

**Please attach official invitation to participate in the professional conference for which you are requesting travel funds.**

Anticipated travel expense (attach expense budget): \_\_\_\_\_

Amount requested from travel fund: \_\_\_\_\_ Amount approved by department: \_\_\_\_\_

I understand that under no circumstances will reimbursements be issued without **official itemized and dated receipts**, and that only expenses pre-approved by Joyce Ichinose, Department Manager, or Katrin Wheeler, Student Services Manager, are eligible for reimbursement. I also understand that retroactive amendments are not permitted.

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT TRAVEL CERTIFICATION**

**Advisor Name** \_\_\_\_\_

**Advisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**As advisor, I certify that this student is in good standing and that this travel is integral to this student's degree program and/or supports my research.**

Dept Manager/Student Services Manager Signature \_\_\_\_\_ Date \_\_\_\_\_