

Graduate Student Travel Grants

Before You Travel

1) Register for the conference and pay registration fees. Maintain a copy of the receipt and/or invoice with confirmation of payment.

2) Book your hotel (and AirBnB accommodations are not allowed).

3) Make other travel arrangements (carpool, airfare, etc.)

4) Email Jessi Otey (oteyjm@longwood.edu) the following information 3-4 weeks before you travel:

- Your address and phone number
- Dates of travel
- Method of travel (air, car, etc.)
- Lodging (hotel name, number of days, rate)
- Registration fee

Based on this information, CGPS will prepare a Request for Travel Authorization (RTA) for you.

During Your Trip

Remember to keep your final hotel receipt, and be sure it shows a zero balance.

If you are sharing a room with another student, it's best to split the hotel bill.

Remember to have someone take your photo while you're at the conference, so you can upload it to our blog with your travel reflection.

When You Return

Within one week of your return:

1) Email your travel reflection and photo to our Jamie Eacho at eachojl@longwood.edu.

2) Email or bring Jessi Otey the following documents:

- Original receipt for conference registration
- Original receipt for hotel room with zero balance
- Copy of debit or credit card (in your name!) used. You can black out all but the last four digits.
- Copy of bank statement showing the charges or a copy of the cancelled check. You can black out all other activity.
- Information on who you shared a room with (if applicable).

Please note: all items must be submitted at one time. Partial submissions will not be accepted.

Based on this information, CGPS will prepare a Travel Expense Reimbursement Voucher (TERV) for your signature.

Please be aware that reimbursements can take approximately one month to process, depending on college holidays. All students who are or have been student workers will receive their reimbursement via direct deposit. All other students will receive a check by mail.

Please check your Longwood email frequently after submitting paperwork, as the Travel Department may need additional information before processing your reimbursement.

<http://go.longwood.edu/gradtravel>