

# Department of Political Science Guide to Scholarly Travel Reimbursements for Graduate Students

Each graduate student can receive a maximum of \$700 per fiscal year (July 1- June 30) for scholarly travel. **You must apply for travel funding at least two weeks before your intended dates of travel!**

## How to get funding approval before your conference travel:

1. Fill out a [Scholarly Travel Approval Form](#) and email it to [pscgrad@gwu.edu](mailto:pscgrad@gwu.edu) as a PDF.
  - When completing the form, under "Financial Request", please request the full \$700. Remember, this is the total amount of conference funding you will receive for the year. If you don't use all of it for this trip, it can be used for scholarly travel at a different time.
  - Under "Purpose of Travel," be sure to include how you will be participating in the conference (i.e. presenting a paper/poster). **You must be actively participating in the conference in order to use scholarly travel funds. Active participation can include presenting a poster or paper or taking part in a discussion panel.**
2. After your Scholarly Travel Approval Form has been submitted, you will receive an email from [pscgrad@gwu.edu](mailto:pscgrad@gwu.edu) confirming that your funding request was accepted.
3. During your trip, make sure to **keep itemized receipts** of everything for which you would like to be reimbursed.
  - **Please note that you can only be reimbursed for money spent on yourself (e.g., meals for other people will not be reimbursed).**
  - **You cannot be reimbursed for memberships, but you can be reimbursed for conference registration fees.**

## When you return from your conference travel:

1. You do not need to fill out any paper forms or submit hard copy receipts when you return from your travel. The University uses a system called Concur, and it is accessible to **most** graduate students and faculty. You should take photos of your receipts and upload them into Concur (check out the Concur app for iPhone/Android!).
  - You will need to log into Concur with your Net ID and password. To log in, visit <http://ibuy.gwu.edu/>. Then click on "Access Expense Reporting."
  - In order for the operations coordinator to submit your receipts and process your reimbursement, you need to add them as your "Expense Delegate." You only need to do this once- after they are saved as your delegate, they will be able to approve your reimbursements in the future.

## Instructions to set up an expense delegate in Concur:

1. Click on the tab on the top of the page that says "Profile", then on the left-hand side bar, click on "Expense Delegates"
2. To add a delegate, click Add Delegate
3. In the Search by employee name, email address or log on id field, type in name.
4. Click on the name on the list
5. Click Add
6. Check all Task Boxes
7. Save and log out

- **Please do attempt to complete an expense report for yourself in Concur and submit it to the Department Administrator for approval!**
  - **When creating expense lines for travel, transaction dates for items such as conference registration, airfare, and hotel stays should be the date that the event took place.**
  2. If you have trouble logging into Concur, please email the Department Administrator. In this case, you should email your receipts as PDF files after your trip. **Please do not bring hard copies of receipts. Thank you!**