



**BROWN**  
Department of  
English

## *Department Policies & Guidelines*

### Graduate Student Travel Funding & Reimbursement

#### **Before Travel**

The Graduate School [Travel & Grant Opportunities](#) page lists several funding opportunities to support conference attendance and doctoral research. Applications are submitted through UFunds. Review each opportunity closely for eligibility requirements, submission guidelines and deadlines.

You must apply **at least 14 days before the start of your conference or travel**. Note: an application does not guarantee support.

#### **After Travel**

It is recommended that you familiarize yourself with the [Graduate School Reimbursement Guidelines](#), as well as the department guidelines below.

Graduate student travel reimbursements are processed by Student Affairs Manager Sarah Madsen. Please submit the following information via email **within 14 days of the return date of travel** to allow adequate time for processing within the Graduate School's deadline.

#### **All Travel:**

- Completed reimbursement form (attached)
- Funding approval letter from the Graduate School
- Conference acceptance email or letter
- Scanned travel receipts (proof of payment must be shown on the receipt)
  - Air travel must show a round-trip ticket and include a full itinerary, your name, and proof of payment. First-class tickets are not reimbursable.

- Hotel accommodations are processed after you have returned from your trip and once charges have been finalized. If you can show proof of pre-payment (via credit card statement), receipts may be submitted in advance.

Meals per diem may also be requested upon return instead of submitting receipts. Note that the first and last day may be prorated based on actual departure and return times.

- [Domestic per diem rates](#)
- [International per diem rates](#)

### **International travel:**

- In addition to the documentation above, note that receipts in a language other than English will require a translation, and currencies other than USD will require additional documentation.
- **Please include a PDF of your [TravelSafe](#) registration.**

Questions regarding reimbursements should be directed to the student affairs manager.