

Student Conference Funding Through Sigma Xi and Student Support for Academic Opportunities Post Travel Process

INSTRUCTIONS FOR REIMBURSEMENT OF TRAVEL EXPENSES

Save your receipts. THIS IS VERY IMPORTANT. Original receipts must be submitted in order to request and receive reimbursement. Print outs of online receipts are acceptable, as long as they indicate who paid the charge, what method was used, and how much was paid. It is good practice to keep copies of your receipts for your own records. (Consider scanning instead of making paper copies.)

Upon return, you will be required to submit a report of your conference experience. Your report must be received in conjunction with or ahead of any request for reimbursement of expenses. The report length should be approximately 500 words (no longer than 1 page).

Here is some information to guide you on this report:

Body: a reflection on the experience, which might include the reasons for your attendance, details of the experience that affected you, the impact that the conference and presentation have had on your future career in the sciences, anything else you would like to share about your conference travel

Acknowledgements: names of all entities that supported you financially

[Submit your report using this Qualtrics Link.](#)

Travel Reimbursement: complete the [Travel Reimbursement Form](#), print it, and send it (along with original receipts), via campus mail or drop off to Debbie Thompson (Provost's Office – Parrish E200) who will finalize the reimbursement information. Please complete the following on the form: travel dates, descriptions, and dollar amounts. Make sure that you sign the form in the lower left before you submit the paperwork. The reimbursement form will then be sent to the Business Office for payment processing. Payments are usually made as a direct deposit within two weeks. *NOTE: if you are not signed up for direct deposit already, please go into mySwarthmore and set it up as it will make your payment quicker.*

Before you travel: you may submit registration and airfare receipts for reimbursement as needed.

After you travel: Submit both the report and the travel reimbursement forms around the same time.
NOTE: Reimbursements will not be made without report submission.

Direct inquiries and paperwork to:

Debbie Thompson
Administrative Coordinator
610-957-6337
dthomps1@swarthmore.edu
Parrish E200