

Student Conference Travel Through Sigma Xi and Professional Opportunities Fund Post Approval 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.)

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 at the same time. Reimbursements will not be made without the report submission.

You are required to submit a report of your conference experience upon return. Your report must be received in conjunction with any request for reimbursement of expenses. The report length should be 300 – 600 words (no longer than 1 page) and include these elements:

Heading:

- date of report
- your name
- title of your poster/presentation
- authors of your poster/presentation
- conference name
- conference date and location

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 as an electronic document in MSWord or as a PDF file, named as follows:

LAST NAME _ FIRST NAME _ ABBREVIATED CONFERENCE NAME _ CONFERENCE DATE. *Example: THOMPSON_DEBORAH_ABC CONF_AUGUST_2017*

Travel Reimbursement: complete the [Travel Reimbursement Form \[pdf\]](#). Please complete the following on the form: travel dates, descriptions, and dollar amounts. Make sure that you sign the form in the lower left or your form cannot be processed. Print this form, attach ORIGINAL receipts, and either send (via campus mail) or drop off to Debbie Thompson (Provost's Office – Parrish E204) who will finalize the reimbursement information. 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.*

Direct inquiries and paperwork to:

Debbie Thompson

Administrative Coordinator

610-957-6337

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Parrish E204