



## **KENNESAW STATE UNIVERSITY**

NORMAN J. RADOW COLLEGE OF  
HUMANITIES AND SOCIAL SCIENCES  
*School of Conflict Management,  
Peacebuilding and Development*

### **Applying for Travel**

- Students can apply for up to \$1000 in funding for a conference, provided SCMPD has available funds. Note that this is not a guarantee of funding for conferences and SCMPD reserves the right to reduce the amount that can be requested at any time.
- Students must be presenting their research to qualify for conference travel funding.
- Students can request no more than two conferences per academic year and funding for students who are applying for their first conference of the academic year will be prioritized.
- Funds can be used to cover registration, hotel, and transportation costs only.

### **Booking Travel**

- When booking travel, please use your own credit/debit cards or PayPal accounts to book travel. KSU will only reimburse the person who has incurred the expenses. A bank statement may be requested by Fiscal Services as proof of payment.
- Students should minimize costs and, when possible, attempt to cost share with other students attending a specific conference.
- Where available students should book refundable hotel rooms and flights, as the university is not guaranteed to reimburse students for these costs if the conference is canceled, or students are unable to attend.
- Transportation Booking
  - Students can request funding for only one major mode of transportation to a conference – i.e. if a student requests airfare for a conference, they will not be able to also rent a car. Some

exceptions might be permitted (for example if the conference is held far away from the closest airport), but these will be rare and will be considered on a case-by-case basis.

- Students should choose the lowest cost transportation to a conference (air travel versus renting a car, etc.).
- Students should choose the lowest cost transportation to and from the airport.
- Students should book Economy class airfare. If they would like to upgrade their airfare, they may do so at their own expense.
- Students should rent compact cars when renting a car. SUVs or other large vehicles are not reimbursable unless there are more than 4 people or a large amount of equipment being transported
- Airbnb, Homeaway and VRBO are not allowable for domestic business lodging. If selected, the lodging cost will become non-reimbursable.
  - If sharing a hotel room with another KSU student, note that only the student paying for the room will be reimbursed for lodging costs.

## **Expense Reporting**

- All receipts must be itemized receipts. A screenshot of your final payment is not acceptable as a receipt.
  - Airfare – a complete itinerary including your name, the to/from flight information, the total billed.
  - Hotel – an itemized hotel bill showing your name and each night's rate and applicable taxes. The receipt you receive when you check out is the best receipt to provide.
  - In addition to receipts, please submit either bank/credit card statements showing your name on the account and the charges you are requesting reimbursement for OR a picture of the card(s) used, showing your name and the last four digits on the card. All other information on the card or statements can be hidden.

---

Some student travel expenses can be paid via the student's department's company credit card. If you would like to have any of the following travel booked by the department, please let Ms. Harman know (Travel request must

be approved a minimum of one month prior to trip to take advantage of this service as bookings can take two to three weeks to process).

- Airfare
- Hotel
- Conference Registration