

Biden School Graduate Student Travel Funding Guide

The Biden School is supportive of student travel to present at conferences as an important part of graduate professional development. With support from the student's program director, the student may apply for travel funding through the Graduate College. If approved, the Graduate College will fund 50% of the travel and the Biden School will fund the remaining 50%. For specific questions, student can reference the official [Biden School Student Travel Policy](#). The process for funding requests is as follows.

1. Travel Funding Request Form:

- a. Student submits [Travel Funding Request form](#) to program director for signature, student should state why this travel supports their educational goals.
- b. Program Director responsibilities:
 - i. ensures travel warrants the use of funds as they are limited for the student.
 - ii. ensures that the cost of travel is done responsibly and is following Biden School policy on student travel.
 1. ensures travel is domestic only (the school does not support international travel except for rare circumstances)
- c. Travel Funding Request form is sent to James Bell (Business Administrator for final signature).
- d. Once the funding request form has been signed, go to #2.

2. Graduate Travel Funding Request (if applicable)

- a. Student fills out the Graduate College application for funding: <https://grad.udel.edu/graduate-community-portal/students/travel-award/travel-award-application/>.
- b. Program Director receives email from the Graduate College to support 50% of the cost and copies the School Business Administrator (James Bell at bellj@udel.edu). Once approved, student will be notified of their award via the Graduate College.

3. Required Pre-Authorization: Concur Travel Request

- a. Once approved, the student may begin the pre-authorization request for travel expenses.
- b. Student determines if they are in the HR system or if they need to start the W9 process.
 - i. If the student is receiving a stipend or pay from the University, they are in the HR system.
 - ii. If not, they may reach out to James Bell to determine their status and start the W9 process if applicable. This is critical for a timely reimbursement.
- c. All UD Travel must be pre-authorized using Concur, see this guide for Concur Basics for Instructions on how to login and setup a profile for the first time
 - i. <https://www.udel.edu/content/dam/udelImages/procurement/trainingresources/concur/requests/travel-request.pdf>

4. Booking Travel:

- a. The Student is expected to cover the expenses for travel and be reimbursed up to the pre-approved amount upon return.
- b. There may be a rare case where a student needs advanced funding for travel. Students should contact their program director and James Bell to request an exception and

provide detailed information as to why they are unable to pay for their travel.
Advanced funding requires 2-3 weeks advanced notice.

5. Reimbursement for Travel Expenses

- a. After travel, student submits reimbursement either through Concur (if they are in the HR system) or directly with James Bell if they had to submit a W9.
- b. For assistance submitting an expense report for reimbursement, please see the guide below:
 - i. <https://www.udel.edu/content/dam/udelImages/procurement/trainingresources/concur/expense-reports/travel-report.pdf>
- c. For further assistance please contact James Bell (bellj@udel.edu)

6. Post-Travel Report

- a. Student returns from travel and fills out the post-travel report for the Graduate College. This generates an email to charge half of the funds to the Graduate College.