Date: August 3, 2016

To: Sociology Graduate Students

From: Steve Carlton-Ford, Department Head
      Jeff Timberlake, Director of Graduate Studies

Re: Graduate Student Travel Reimbursement Policy (Adopted June 1, 2016)

Dear Sociology Graduate Students:

Please read this document carefully, sign the second page, and return it to Jeremy Levoy in the main Sociology office (or email a signed document to him at levoyja@mail.uc.edu).

**General Policy Information**

1. You must apply to Taft and GSGA before requesting any departmental funds for travel. Please make yourself aware of and follow the GSGA and Taft rules and deadlines. All reimbursements will require detailed receipts.

2. Once your Taft and GSGA money is exhausted or if these funds do not cover all of your legitimate expenses, then you may apply to the department for up to a total of $500 per academic year to reimburse the expenses for travel to conferences (whether you are presenting a paper or not).

3. In order to receive reimbursements from the department, you must either charge only your own expenses on your own credit card or have costs proportionately allocated to your own credit card (e.g., three people share a room and one-third of the costs is allocated to each person’s own credit card).

4. It is your responsibility to make sure that you pay for expenses in such a way that they can be reimbursed by Taft, GSGA, or the department.

**Taft**

For the 2016-2017 academic year, the Taft Center will award up to $500 per person per year for graduate students “to present their research, whether serving as discussants, presenting a paper or some other creative work at academic conferences or events.”

Application deadlines: http://sitecentral.uc.edu/taftcenter/CPTRCawards.aspx

**GSGA**

As of May 2016, the GSGA will award up to a maximum of $400 per year for travel to conferences. If you are presenting a paper/poster GSGA will award up to the $400 maximum. GSGA will award $100 if you are only attending, but you may be reimbursed for attendance at multiple conferences.

General Information: http://www.uc.edu/gsga/awards/conference_travel.html

Presenters: http://www.uc.edu/gsga/awards/conference_travel/presenter.html

Attenders: http://www.uc.edu/gsga/awards/conference_travel/nonpresenter.html

**Signature**

I, the undersigned, have read and understand these rules.

Student’s Printed Name: ______________________________

Student’s Signature: ______________________________