

DUQUESNE UNIVERSITY
School of Education
Department of Instruction and Leadership in Education
DILE Doctoral Programs

Request for Research Travel Funds

Name _____ Date _____

Amount Requested \$ _____ Social Security Number _____

Name of Conference or Meeting _____

Sponsoring Organization _____

Location _____

Dates of Attendance: From _____ To _____

Purpose for attending (giving a presentation, etc.):

Attach itemization of all anticipated expenses for which you are requesting professional development funds.

Total of Amount of Need for Event	\$ _____
Departmental Professional Development Funds	\$ _____
Amount Requested from PD Funds	\$ _____
I certify that the use of the research travel funds will be in accordance with University policy and that the amount of the School of Education Presentation request will not exceed \$750.00. (\$750.00 for Graduate Student Presentation request on a one-time request per academic year basis.)	<p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Requester Date</p>

Director: Approved _____ Not Approved _____

Signature of Director: _____ Date: _____

PD funds awarded to date during the current academic year \$ _____ Balance \$ _____

After signatures:
Original to Department Office
Copy to Director and Student

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Instructions for Requesting Money from Travel Research Funds

1. Purpose for attending (e.g. giving a presentation) attach APA formatted citation of the presentation, along with document(s) from conference host stating your acceptance of the purpose for your attendance. Funds may be requested between July 1 and April 1, and must be used by May 31.
2. Consult with the director of DILE Doctoral Programs and have this form signed designating his or her recommendation. After this request is signed, submit this form to the program secretary.
3. Allow at least two weeks for processing. You will be notified of a decision by the program secretary.
4. After your request is approved, consult with the program secretary to determine how the reimbursement will be processed.
5. If your request for funds to support your participation in a professional conference is approved, you must secure a *Report of Business Expenses* form from the Department Office. Submit the completed form along with your original receipts to the program secretary within 21 days from the completion of your travel.
 - Keep a copy of all forms and all receipts. **Original receipts** must be submitted with your *Report of Business Expense* form. This includes airline ticket receipts.
 - Personal auto miles are reimbursable at .555 cents per mile. Mileage is calculated from Duquesne University to the destination, not from your home.
 - Personal meals may be reimbursed at a per diem – refer to <http://www.gsa.gov/portal/category/21287> for applicable meal per diem rate. You need not submit receipts for meals, if you are taking the per diem. Otherwise, original receipts for meals will be reimbursed at cost as long as expenses are reasonable.
 - Personal expenses such as alcoholic beverages, movies, exercise room charges, or personal grooming costs are not reimbursable.
7. If your request is not approved, please make an appointment with the director of the DILE Doctoral Programs for an explanation.