



Thursday, May 20, 2010

TO: Martin School Graduate Students

FROM: William Hoyt
Director, Martin School of Public Policy and Administration

SUBJECT: Travel Plans for 2010-2011

Plans: Please use the attached Graduate Student Travel Plan form to indicate plans for professional travel and estimated expenses for the 2010-2011 academic year. Make a copy for each meeting. If you do not have final plans (paper may not have been accepted yet for the conference, for example) please file a form anyway.

Travel Reimbursement: Also attached is a form for you to fill out when requesting reimbursement for your travel expenses. Note that the planning form does not take the place of this form because the information on the planning form may be highly preliminary.

University Rules on Travel Reimbursement: Travel regulations are on the UK Web site: <http://www.uky.edu/Regs/BPM/>. The relevant section number is E.5-1. Scroll down the contents on the left until you get to "Reimbursement of Travel Expenses". Per diem rates for meals are posted here. Use the rates for the city if it is listed. Lodging is not included in the per diem and will be reimbursed as usual. However, it states that the most economical lodging should be used and also addresses the issue of "single room rate." The mileage rate is 58.5 cents per mile.

The University is strongly encouraging us to use UK preferred travel providers (see <http://www.uky.edu/Travel/>). If you use another travel service, you must provide a same-day cost comparison from the University's site or you will not receive reimbursement. For car rental rules see <http://www.uky.edu/eForms/alphaindex.php?startswith=M> and scroll down to MVR release and information form.

Funding: In addition to funding from the Martin School, the Graduate School offers limited funds for funding for professional trips (conferences and other travel for research), generally \$400 for domestic travel and \$800 for international travel annually. We expect all students to apply for these funds for any travel they may have. See <http://www.research.uky.edu/gf/fellowship/studentupportguidelines.html> for further details.



For your assistance here are some cost figures for some relevant conferences.

Organization	Location	Dates	Registration*				Per Diem				Conference Hotel	Single (Daily)+Tax
			Faculty		Student		Day	B	L	D		
			Member	Nonmember	Member	Nonmember						
ABFM	Omaha	October 7-9	195	220		100	49	10	14	25	Embassy Downtown	149
AEFA	Seattle	March 24-26					64	13	19	32	Grand Hyatt	
APPAM	Boston	November 4-6	345	395	80	115	64	13	19	32	Hyatt Regency	219
ASSA	Denver	January 7-9					49	10	14	25		
MPSA	Chicago	March 31 - April 3					64	13	19	32		
NASPAA	Las Vegas	October 1-2					64	13	19	32	Rio All-Suite	89*
NTA	Chicago	November 18-20					64	13	19	32	Hyatt Regency McCormick	
SECOPA	Wilmington	October 13-16		155		85	49	10	14	25	Wilmington Hilton Riverside	139
	Atlanta											
	Washington						64	13	19	32		



Travel Plans (to be submitted June 1, 2010)
2010-2011

This form is to serve as a request for funding for travel to conferences or for research. One completed form for each trip. Please submit to Tammy Revel.

NAME _____

Conference/Location:

Dates:

Purpose (Type of Participation):

Estimated Expenses:

Airfare _____

Hotel _____

Registration _____

Other _____

TOTAL _____

Are Graduate School funds being applied to the travel? If not, explain.

Funding source:

Please Note: This form asks for information so that we can plan expenses and manage the budget. (This is not the actual reimbursement form that you later submit.) For trips you finance from other accounts you need not complete this planning form.



TRAVEL REIMBURSEMENT FORM (following travel)

Travel for 2010-2011 Name _____

Date: _____

Please provide the following information:

Destination _____ Dates of Trip _____

(including travel time)

Leaving _____ am/pm Returning _____ am/pm

*Air Fare OR Mileage (_____ miles @ \$0.585) \$ _____

*Registration \$ _____

Meals. See www.uky.edu/Regs/BPM for meal per diem.

If the destination is not on the list, then the default rate is \$39/day (9B+10L+20D)

\$ _____

*Lodging (actual, plus tax, receipt should state single room rate if shared with non-UK person in order to get full reimbursement.) \$ _____

*Ground transportation (taxi to & from airport; rental cars are usually NOT an allowable expense) \$ _____

*Parking (in city visited) \$ _____

*Parking (At Bluegrass Airport) \$ _____

Mileage to Bluegrass Airport (20 @ \$0.585 = \$11.70) \$ _____

TOTAL COST \$ _____

Purpose of trip: To attend. . . . _____

Title of paper, if presenting: _____

*original receipts required