

# Travel Instruction Workflow

Each student can be approved to use up to \$1,000 to cover travel expenses when attending a conference that the student is presenting at.

## **The steps for requesting travel funds are as follows:**

- \*You must be accepted to present at a conference – you **cannot** use the travel funds if you are attending to support peers/faculty or networking
- Complete a *Travel Request Form* and submit it to [Dr. McCoyd](#) and cc [Uri Yarmush](#)
  - o <https://socialwork.rutgers.edu/academics/doctor-philosophy-social-work-phd/information-and-forms-current-students>
- Once you receive signed approval, you can book travel
- Please consult the *Expense Report Instructional Video* to learn more about booking travel
  - o <https://socialwork.rutgers.edu/academics/doctor-philosophy-social-work-phd/information-and-forms-current-students>
- After the conference is over, you can submit an expense report
  - o Ask [Uri Yarmush](#) for your unique task number
- Use your signed travel expense form to prove you are authorized to use the travel funds
  - o Please reach out to [djboyle@ssw.rutgers.edu](mailto:djboyle@ssw.rutgers.edu) if you have any questions on how to complete an expense report after watching the instructional video

**\*\*** In the video, you hear us discuss confusion over access to per diem for food while traveling. Ph.D. students **MAY** access per diem when traveling. Contact Daniel Boyle at [djboyle@ssw.rutgers.edu](mailto:djboyle@ssw.rutgers.edu) if you have any questions about the per diem rates.