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. McCoy and cc Uri Yarmush
  - [https://socialwork.rutgers.edu/academics/doctor-philosophy-social-work-phd/information-and-forms-current-students](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
  - [https://socialwork.rutgers.edu/academics/doctor-philosophy-social-work-phd/information-and-forms-current-students](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**
  - Ask Uri Yarmush for your unique task number

- Use your signed travel expense form to prove you are authorized to use the travel funds
  - Please reach out to 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 if you have any questions about the per diem rates.**