

## Philosophy Travel Guidelines for Graduate Students

The Department of Philosophy supports graduate student travel in order to foster research and teaching, as well as to enhance the reputation of the department. This document clarifies departmental priorities for support, expectations, and procedures for the approval and reimbursement of travel.

### Getting Approval Before You Travel

All academic and/or business travel must be approved by the Department Head and in Concur. This includes travel that is not being funded by the Department or other University source.

- Send an email to the Department Head and DGS, copying the administrative staff member, Lauren McAuliffe, [lmcauliffe@tamu.edu](mailto:lmcauliffe@tamu.edu)
- The email needs to include:
  - Dates and destination of the travel
  - Title of the conference and sponsoring organization (if applicable)
  - Title of your paper and/or presentation (if applicable)
  - Details of confirmed or pending external funding (if applicable)
  - Total funding requested
  - Estimated expenses (airfare, hotel, transportation, conference fees, meals, etc...)
  - Benefit of travel to Texas A&M University
- Once you receive approval from the department head you need to create and submit a travel request in Concur
  - Login to SSO using your NetID and password
  - Go into your Concur profile and click on Request up at the top
  - Fill in the fields marked with a red asterisk
  - If you want to be reimbursed for meals you'll also need to fill in the GSA meal rate. The correct amount will depend on where you are traveling to and can be found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
  - Add expected expenses to the report; this will add the business office to the approval timeline
    - The total amount of expected expenses should be equivalent to what you have available
  - In the comments section, list the funding source and the amount coming from each source
  - Attach the email approval from the Department Head and DGS as a PDF
  - Submit the request

### Priorities

- Support for graduate students is provided for presentations of original research; funding support will not typically be approved for serving as a session chair or otherwise participating in a conference or other meeting without making a presentation.

### Expectations

- Graduate students are advised to submit requests for travel at their earliest convenience.
- For the current FY, graduate students can expect that the maximum support will be \$800 for a trip that is domestic and \$1,300 for a trip which is foreign. The department will support one trip per fiscal year.
- No department or university funds will be used to reimburse alcoholic beverages purchased while traveling.

### **Requirements**

- All graduate students must have a Concur profile to receive reimbursements.
- If the traveler's spouse, children, or other guest(s) are present during the trip, expenses incurred due to the presence of guests are not eligible for reimbursement.