

2016-2017
Alpha Kappa Delta
Chapter Representative Research Travel Supplement Grant
Final Submission Guidelines

Please note the Executive Office has put new submission guidelines into place in order to better serve our chapters with the amount of requests that come into the office during a short period of time. With these new requirements, the office will be able to go through submissions much quicker, and therefore, get a check cut sooner. Any final submissions that do not adhere to the following guidelines will not be honored.

After the trip, the Chapter Representative must submit the following via **e-mail**:

- A **completed payment request form** (sent by AKD Office with approval letter)
 - Feel free to ask for another copy of this if you are unable to find it in your email
- A **typed report detailing your activities at the regional meeting**
 - The report should be brief, but must support the amount of the payment
- A **copy of receipts for travel expenses**
 - Examples: Airfare, hotel, registration
 - If traveling by auto transport, please provide a map (ex. Google maps) with the mileage to and from the conference
 - Please check the IRS website for the current mileage rate
 - **Be sure to keep your receipts. We cannot reimburse anything without a receipt.**
 - Please keep expenses as reasonable as possible.

No funds will be paid until reports are complete. When all documentation is received in the AKD Office, the office staff will look through the request and let you know if they have any questions or concerns. **Please allow up to 4 weeks for the check to be cut and arrive.** Feel free to contact our office on the status of your final submission. No funds will be paid without complete documentation. **Completed vouchers must be received in the AKD Office no more than 15 days after travel. No travel funding will be paid out after April 30.**

Final Submission Guidelines

Please read through this section very carefully so the final submission is sent in correctly. Any submissions that do not adhere to these guidelines will not be honored. These guidelines will help the office look through submissions in a more timely fashion, especially during the spring semester when it is the busiest. We appreciate your understanding. Let us know at any time if you have any questions, especially before you send in the final submission.

1. **TYPED AND SEND VIA E-MAIL:** Only typed and electronic submissions will be accepted.
 - a. Handwritten and snail mailed requests will NOT be processed or returned
 - b. Send your documents to AKD@lemoyne.edu in one e-mail
 - i. Send receipts all in one PDF file
2. **REIMBURSEABLE ITEMS:** Alpha Kappa Delta will only fund the following:
 - a. Hotel
 - b. Registration
 - c. Airfare
 - d. Transportation costs (including mileage, taxi, parking, etc.)

3. **RECEIPTS:** Receipts must be **scanned in date order** to match the receipt organizer (list all expenses in date order on the receipt organizer).
 - a. Scan only the receipts that add up to the amount awarded
 - i. We do not need extra receipts that exceed what the chapter was awarded
Example: You are awarded \$250. You booked a flight for \$350 and stayed at a hotel that cost \$20. The office will only need the receipt for the airfare for final submission in this case.
 - b. We will not accept a bank statement
 - c. **Please keep all original receipts in your possession** in case our office has additional questions; we may need to request these in order for you to be reimbursed.
4. **HOTEL FOLIO:** If applicable, we must have a copy of the hotel folio that lists all charges. Please be sure to ask the hotel for a copy, especially if you book a room through a separate company such as Orbitz.
 - a. If you do not get a copy from the hotel when you check out, you can call the hotel and request that the folio be sent to you
5. **MEALS:** AKD no longer funds meals for chapter representative travel.
6. **REIMBURSEMENT CHECK:** Alpha Kappa Delta will write a check to the following only (check may be combined with student travel):
 - a. The chapter's institution
 - b. The chapter's bank account
 - c. The chapter representative
7. **FINAL PAYMENT:** Funding approvals are awarded based on your students presenting at a conference.
 - a. If no students decide to attend or are not accepted to present, AKD will be unable to award you the supplemental travel grant.
8. **KEEP YOUR ORIGINAL SUBMISSION:** Keep originals of request forms and receipts in your files in case our office has any additional questions
9. **DEADLINE:** All Submissions must be sent to our office by April 30 in order to be reimbursed.
10. Requests for exceptions to these reimbursement policies should be made to the Executive Office **prior** to travel and usually require the approval of the Secretary-Treasurer and the President.

PAYMENT REQUEST FORM DIRECTIONS

The **Payment Request Form** is used to organize your travel receipts. Complete this form electronically as the Total Travel Expenditures field will calculate for you. Please note if the Total Travel Expenditures are less than the amount AKD awarded you, we will not fund the full award. Fill out the bottom information as well with the correct information.

If you would like the chapter representative and student travel reimbursement checks combined into one check, leave a comment on the payment request form indicating so. Note: the payable name must be the same on both payment request forms. Thanks!