

2017-2018
Alpha Kappa Delta
Student Member Research Travel Grant to a Regional Sociology Meeting
Final Submission Guidelines

Please note the Executive Office has put 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 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. Thank you for understanding.

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

- The **completed payment request form and student travel receipt organizer** (sent by AKD Office with approval letter – single Excel file)
 - Feel free to ask for another copy of this if you are unable to find it in your email
- A **copy of the program listing each student's name who will receive payment**
 - If a student is not listed on the program, we will not fund him/her
 - Please just send the page the student's name is listed on, not the full program
- A **typed report from each student detailing his/her activities at the regional meeting**
 - The report should be brief, but must support the amount of the payment
 - These reports may be combined onto one document
- A **typed report from the chapter representative addressing the student learning outcomes**
- A **copy of receipts for travel expenses**
 - Examples: Airfare, hotel, taxi
 - 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 remind students to keep their 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 student travel funding will be paid out after April 30, 2018.**

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
 - ii. Example: A chapter is awarded \$400. The student booked a flight for \$250, stayed at a hotel that cost \$200, and had a \$60 registration fee. The office will only need the airfare and hotel receipts 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:** 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 does not provide funding for meals/food for student travel.

6. **REIMBURSEMENT CHECK:** Alpha Kappa Delta will write a check to the following only:
 - a. The chapter's institution
 - b. The chapter's bank account
 - c. The chapter representative

AKD will not cut a check to students and will not cut multiple checks.

7. **FINAL PAYMENT:** Funding approvals are awarded based on the number of students a chapter has presenting at a conference (\$400 per student, but no more than \$1,200 per chapter).
 - a. If a student decides not to attend or is not accepted to present, AKD will adjust the amount it awards to the chapter accordingly. We do not pay more than \$400 per student, even if the chapter was awarded more money.

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 30th 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 Executive Director, Secretary-Treasurer and the President.

RECEIPT ORGANIZER AND PAYMENT REQUEST FORM DIRECTIONS

The Receipt Organizer and the Payment Request Form are located within the same Excel file. The files are located within the separate tabs located at the bottom of the spreadsheet. The Student Travel Receipt Organizer is the **yellow tab**, the Payment Request Form is the **red tab**, and the extra receipt organizer (if needed) is the **green tab**.

The **Receipt Organizer** is used to organize students' receipts. Use one box per student. List all expenses in date order on the receipt organizer Please type as the form will add the total for you; we will not accept hand written requests. Feel free to delete or add lines and boxes as necessary. If more than four students attended and you are requesting more receipts for extra students, please use the third tab (Extra Receipt Organizer) for more room. **If you traveled with more than four students and their total exceeds the amount you were funded, do not worry about submitting the extra receipts for your other students.** Funds may be divided up by the chapter representative when the final check is cut and sent out by the Executive Office.

The **Payment Request Form** is used to add the total receipts from your students. Please note if the Total Travel Expenditures are less than the amount AKD awarded your chapter, we will not fund the full award. Please fill out the bottom information as well with the correct information.

The **Extra Receipt Organizer** should be used if more than four students traveled and you did not reach or exceed the full amount your chapter was awarded. Feel free to add and delete lines or boxes as necessary.