TRAVEL AWARD REIMBURSEMENT INSTRUCTIONS FOR THE

VICE PRESIDENT/CHIEF DIVERSITY OFFICER (OVP/CDO) TILFORD CONFERENCE

Before submitting your reimbursement claim, read the information on Required Documentation and Reimbursable Expenses below.

 REQUIRED DOCUMENTATION

If the OVP/CDO Tilford Conference travel award is your only source of funding, in the reimbursement form, you will be required to provided the following documentation for expenses you paid for with personal funds:

1. W-9 form (required)
	* You only need to complete and submit the ﬁrst page of the form. Make sure the form is signed and dated. The signature line is immediately above the "General Instructions" section.
	* If you do not have a Social Security Number, contact Accounts Payable at 316- 978- 3070 or email accountspayable@wichita.edu for more information.
2. Proof of conference/event registration (required) - Proof of registration is required even if you do not wish to claim reimbursement for registration fees.
3. Conference schedule/agenda (required)
4. Original receipts for expenses you are claiming OVP/CDO Tilford Conference reimbursement (required), see a list of reimbursable expenses below.
	* Receipts must show the amount paid, not the amount charged.
	* Receipts are not required for personal vehicle mileage as it is included in the mileage calculation.
5. Impact statement (required)
	* Provide a 50-100 word description of the impact the event has had on your future research/scholarly work and career development. These comments are valuable for the promotion of WSU graduate student research and scholarship and the OVP/CDO Tilford Conference travel award program.
6. Event photos (optional)
	* You are encouraged, but not required, to submit photos of yourself at the conference (ideally during your presentation, if giving one). Impact statements and photos may be used for marketing the OVP/CDO Tilford Conference travel grant program.

 REIMBURSABLE EXPENSES

ONLY the following expenses may be reimbursed with an OVP/CDO Tilford Conference travel award.

* Lodging (available for WSU faculty/staﬀ conference presenters ONLY)
* Tolls
* Parking fees (only if free parking is NOT available)
* Personal vehicle mileage (no receipts required, see [state reimbursement rates](https://www.wichita.edu/services/ap-travel/faq_ap.php)) Notes about shared expenses:

If you shared travel expenses (e.g., lodging) with other faculty or staﬀ, you will need to provide documentation of the amount you paid. Simply reporting the amount you paid will not be accepted. We must have a receipt that documents your payment.

For example:

If you shared lodging with one or more other faculty, another faculty made the full lodging payment, and you paid that faculty member for your share, please provide the full lodging receipt, and provide documentation of your payment to the other faculty. A Venmo/Paypal receipt or bank statement is acceptable.

Receiving your travel award reimbursement

Please allow up to eight weeks to receive your travel award funds from the time you submit reimbursement materials. WSU’s Accounts Payable Department is responsible for processing travel expenses using Chrome River software.

Direct deposit

If you have direct deposit established with WSU, your OVP/CDO Tilford Conference travel award will be deposited to that same account. For example, if you are a GTA, GRA, or GA and receive your stipend payments in a bank account, or if you have received refunds from the Accounts Payable department via direct deposit, your OVP/CDO Tilford Conference travel award will be posted to that same account.

Paper check

If you do not have direct deposit, the reimbursement will be sent in the form of a paper check to the address you provide on the W9 form.

Please direct questions regarding Tilford Conference travel awards to tia.owens@wichita.edu.

#  OVP/CDO TILFORD CONFERENCE TRAVEL AWARD REIMBURSEMENT FORM

Instructions: Please complete the form with accurate information and ensure all required documentation is prepared for expense claims before submission.

PERSONAL INFORMATION

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| WSU ID: |  |
| Email: |  |

EVENT INFORMATION

|  |  |
| --- | --- |
| Name of Event: |  |
| Location of Event: |  |

 REQUIRED DOCUMENTATION

Please provide the information requested below to be reimbursed for expenses you paid for with personal funds. Please ensure you have the following documentation ready before proceeding with your reimbursement claim.

* W-9 form. Make sure it is signed and dated. You only need to complete and submit the ﬁrst page of the form. The signature line is immediately above the "General Instructions" section If you do not have a Social Security Number, contact Accounts Payable at 316-978-3070 or email accountspayable@wichita.edu for more information.
* Proof of conference/event registration. Must include your name, the event name, and event dates. \*\*Proof of registration is required even if you do not want to claim reimbursement for this expense.
* Conference/event agenda. An extensive program listing all the details of the event is not needed. An overview agenda is suﬃcient.
* Impact Statement. 50-100 word description of how the conference you recently attended impacted your future research/scholarly work and career development.
* Photos Form. (Optional) Attach photos from the event. Include photos of yourself at the conference (ideally during your presentation, if giving one). Impact statements and photos may be used for marketing the OVP/CDO Tilford Conference travel grant program.

 OVP/CDO TILFORD CONFERENCE TRAVEL AWARD - REIMBURSEMENT INFORMATION

Check which the statement which applies below:

I paid for all expenses with my personal funds and the OVP/CDO Tilford Conference travel award is the only travel support I received.

My department and/or college paid for some or all of my expenses, or they are reimbursing me for expenses I paid for with personal funds.

* If you receive funding from your department or college, it is best if the OVP/CDO Tilford Conference staﬀ works with your academic unit to process the travel award.
* Have you been in contact with the staﬀ member in your academic unit who processes travel reimbursements?

Yes, I have. (Please provide the name of the person you are working with in your academic unit)

Not yet, but I do know who to contact. (Please provide the name of the person you will be working with in your academic unit)

No, and I do not know who to contact in my academic unit.

 REIMBURSABLE EXPENSES

Are you requesting reimbursement for lodging? (only for WSU faculty/staﬀ conference presenters) Yes No

If Yes, enter the amount you paid for lodging below.

Are you requesting reimbursement for parking? Yes No 

If Yes, enter the amount you paid for parking below.

Are you requesting reimbursement for tolls? Yes No

If Yes, enter the amount you paid for tolls below.

Are you requesting reimbursement for personal vehicle mileage (if you drove a personal vehicle to the event location)? Yes No

If Yes, receipts are not required - state reimbursement rates will apply.

Enter Total Reimbursement Amount Due: $