The Graduate School will award up to $400 per student for travel and research support awards. Each student may receive only **one travel award per academic year**, and/or only **one research award per student**. If you are a graduate student wishing to receive reimbursement from the Graduate School, please follow the directions below. Funds must be claimed within the same academic year.

1. **All funding must be approved in advance prior to any travel or research spending.** You will receive a confirmation email to your LUC.edu account once the request has been approved. The email contains instructions and links for claiming reimbursement. If you have not received an award confirmation email from the Graduate School, contact us before spending any funds for which you hope to be reimbursed. If you are submitting your receipts to us via email, please compile everything into a single PDF document. If you are submitting a paper claim, please do not staple anything together.
   a. **For travel awards:** Within three weeks after attending the conference, fill out an Expense Reimbursement Form and submit it to the Graduate School along with your original receipts (actual receipts, NOT reservation emails), boarding passes if traveling by air, and a copy of the page of the conference program showing your name and participation.
   b. **For research awards:** Once the approved activities are completed, fill out an Expense Reimbursement Form and submit it to the Graduate School along with your original receipts. If your award included gift cards or incentives of some kind, please be aware that IRS rules require that you report the name of the subject and the amount given. Please provide the distribution log with your claim (you may submit this later if you have not yet finished giving out the incentives). If subjects must remain anonymous, please indicate that on your reimbursement request and list the subject’s study number.

2. If you are receiving additional funding from another source in addition to the Graduate School, get the appropriate signature approval from them before submitting your claim to the Graduate School.

3. If you used a personal vehicle for travel, reimbursement is provided based on miles traveled, so gas receipts are not necessary. Current mileage reimbursement rates are posted at http://www.luc.edu/finance/milereim.shtml. Please also provide a copy of the route taken for your trip (Google Maps, Mapquest, etc.).

4. **Payment:** On the Expense Reimbursement form, you must indicate how you would like to be paid. Select Direct Deposit only if you are receiving a stipend or payment from the university. Otherwise, select Check. Please make sure to use your current mailing address on the form, as this is where your check will be mailed.

5. Incomplete or incorrect completion of the reimbursement form will cause a delay in reimbursement so please double check that you have filled it out completely, signed it, and included all necessary receipts.

**Please direct correspondence and questions to:**

Stephanie Augustine, Awards Coordinator
The Graduate School
1032 W. Sheridan Road
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