CASFER Student Leadership Council (SLC) Travel Award Reimbursement Procedure

The CASFER Student Leadership Council (SLC) Travel Award supports graduate students and postdoctoral researchers presenting CASFER-related research at professional conferences. Reimbursements are subject to the availability of funds and compliance with the requirements below.

Eligibility

- The conference presentation must be directly related to a CASFER-funded research project.
- The applicant must submit the conference abstract (planned for submission or already accepted) before travel.
- The abstract should be submitted by email to casfer@ttu.edu, copying (cc) Zaida Gracia (Gracia, Zaida Zaida.Gracia@ttu.edu) and the student's PI.
- Funding is subject to availability.
- Maximum reimbursement is $1,000 per student per conference, with a maximum of two conferences per calendar year.

Eligible Expenses

- Economy airfare
- Hotel
- Ground transportation (Uber/Lyft, airport parking, taxis, etc.)
- Conference registration
- Other reasonable travel expenses consistent with Texas Tech University travel policies

Reimbursement Process for TTU personnel

Arrange your travel as usual with your business manager or travel coordinator in your Department. Use the following FOP: 21P735 - B56B22 – 200

Always assign Christian Alvarez Pugliese as approver for both the preapproval and the expense report.

Reimbursement Process for Non TTU personnel

After returning from the conference, submit one email to casfer@ttu.edu, copying (cc) Zaida Gracia (Zaida.Gracia@ttu.edu) and the student's PI.

1. Completed 2025_Guest_Travel_Expenses spreadsheet. Complete with your personal information, Participant Transportation section, participant lodging and participant meals as needed. Make sure formulas are not modified and the Grand Total value is correct. For meals, if they are requested, they will only be reimbursed at the per diem rate (no receipts for food are needed). Hotel rate can only be higher than GSA approved per diem rate for lodging if is a official Conference hotel, attached PDF of the website of your conference that proves it.
2. One single PDF containing all receipts for the expenses being claimed.

3. Certification statement: "I certify that the expenses being claimed have not been reimbursed, are not currently being submitted, and will not be submitted for reimbursement through any other grant, institution, sponsor, or funding source."

Reimbursement requests should be submitted within 20 business days after travel has been completed. Travel reimbursement after 60 days of the travel are taxable.

- Texas Tech University will reimburse eligible travel expenses up to $1,000 per conference after travel has been completed.
- If total eligible travel expenses are $1,000 or less, no reimbursement should be requested through the traveler's home institution.
- If eligible travel expenses exceed $1,000, the remaining balance may be submitted through the traveler's home institution following that institution's travel procedures.
- The same expense cannot be claimed or reimbursed by two different funding sources.

If you have previously received reimbursement from Texas Tech University, your payment information is likely already established. New travelers may receive an email from the TTU Procurement Office requesting that they establish a vendor profile before reimbursement can be processed.

Questions

For any additional question slack or email Zaida Gracia (Zaida.Gracia@ttu.edu)