**TRAVEL AWARD REIMBURSEMENT**

Travel Awards are for current graduate students and are meant to alleviate cost associated with travel for students presenting their own scholarly activity with

a collaborating faculty at state, regional, national, or international meetings/ conferences, etc. Funds are not available to fully pay for a student’s trip. The amount of the award will depend on the number of applicants based on travel award allocation.

Application for travel awards must be submitted prior to the conference dates.

Travel Awards are provided upon receipt of expenses for airline ticket price, lodging and other travel expense cost and should be submitted within 60 days of travel. Expenditures require itemized receipts or request may be denied. Tipping is limited to 15%. Alcohol and tobacco are among the non-reimbursable items. Reimbursement will not exceed the amount awarded.

### NON-REIMBURSABLE EXPENSES

Non-reimbursable expenses include, but are not limited to, the following:

1. Barber and hairdresser expenses

2. Articles of clothing

3. Personal telephone calls

4. Personal entertainment (including TV movies)

5. Magazines and other reading material

6. Child care

7. Travel insurance

8. Lost or stolen money or personal items

9. Repairs, maintenance, or towing of personal vehicles

10. Traffic fines or penalties

11. Alcoholic beverages and tobacco of any type

1. Flowers or other gifts for employees
2. Formal attire rental Any expense lacking appropriate documentation or authorization

# PROCEDURE

## In order to receive reimbursement for travel expenses:

* Complete a ***Travel Award Application form***
* Submit reimbursable receipts. Receipts must indicate amount and item purchased, date of purchase and mode of payment. If payment was made using a credit card, the receipt must show the last 4-digits of the credit card.

Submit originals of all documentation along with receipts to Christie Dailo (Pepperdine University, 6100 Center Drive – 5th floor, Los Angeles, CA 90045) for processing OR email to cdailo@pepperdine.edu. Retain a copy for your file.

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