CONFERENCE PRESENTATION GRANT PROGRAM (CPGP)
TRAVEL TRAINING

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REQUIREMENTS FOR ELIGIBILITY

Students must meet all three requirements:

1. Accepted to present at an in-state, out-of-state, or international conference
   • Virtual conferences are not eligible for funding
2. Registered for classes in the semester you are traveling*
3. Pay the Activities and Services (A&S) fees included in tuition
   • Students receiving tuition waivers who do not pay tuition fees are not eligible for CPGP
   • Teaching Assistants and Graduate Assistants are eligible for CPGP so long as they pay their semester A&S fees

*Summer travel: must be registered for summer OR previous spring and upcoming fall
CPGP AWARDS AVAILABLE

• Students may receive one (1) grant per fiscal year (July 1 - June 30)
• Grants are awarded based on the location of the conference. Students are only reimbursed for expenses if receipts are provided. Students may voluntarily decide to not receive the full award amount if enough receipts cannot be provided.
  – In-State (within Florida): up to $250.00
  – Out-of-State (including Alaska, Hawaii, Puerto Rico and the US Virgin Islands): up to $500.00
  – International: up to $750.00
| 811.7.3   | Conference Presentation Grant funds can only be dispersed via reimbursement after the fact and cannot be prepaid. |
| 811.7.5   | Any student wishing to request funding from the Conference Presentation Grant may do so as long as the request meets the following requirements: |
| 811.7.6   | Completed Conference Presentation Grant Program Application |
| 811.7.9   | Copy of acceptance letter (must show the student’s name as a presenter) |
| 811.7.10  | The student is a registered USF student when applying for the Grant Program and at the time of travel to the conference. |
### CPGP STANDARD OPERATING PROCEDURES

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>3.3</strong></td>
<td>The Student must be presenting or otherwise actively participating at a conference.</td>
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<td><strong>3.3.1</strong></td>
<td>Active participation means more than just attendance, and includes presentation of university level scholarly papers, research abstracts, creative endeavors and performances (such as original poetry readings, art exhibitions, musical and theatrical performances).</td>
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<td><strong>3.3.1.1</strong></td>
<td>Does not include assisting with physical setup or supervision of a conference, or participation as a judge, reviewer, or facilitator.</td>
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<td><strong>4.1</strong></td>
<td>Students traveling within the state of Florida may be awarded a Conference Presentation Grant up to a maximum of $250 per fiscal year.</td>
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<td><strong>4.2</strong></td>
<td>Students traveling within the United States except in the state of Florida may be awarded a Conference Presentation Grant for a maximum of $500 per fiscal year.</td>
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<td><strong>4.3</strong></td>
<td>No domestic traveler may be awarded more than $500 per fiscal year.</td>
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<td><strong>4.4</strong></td>
<td>Students traveling outside the United States may be awarded up to an additional $250 once per fiscal year to offset the cost of international travel. No international traveler may be awarded more than $750 per fiscal year.</td>
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<td><strong>5.2</strong></td>
<td>Students shall not be awarded a Conference Presentation Grant if they receive funding from another USF Entity/department.</td>
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<tr>
<td>Page 12</td>
<td>Travelers cannot be reimbursed for the travel expenses of fellow Travelers.</td>
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<td>Page 16</td>
<td>USF travelers will be reimbursed for economy/coach, non-refundable airfare. Seat selection fees, costs for seat upgrades, premium seating, upgrades beyond economy and coach and early boarding fees are personal convenience items and are not reimbursable.</td>
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<tr>
<td>Page 19</td>
<td>Any additional expenses associated with a car rental, incurred for personal reasons, including personal accident insurance, GPS or Roadside assistance, will not be reimbursed.</td>
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SHARED EXPENSES

- CPGP grants are awarded to individual recipients. You are expected to pay for your own individual travel expenses.
  - The CPGP grant is intended to subsidize your trip, not completely cover all expenses.
- If you choose to travel with others, but cannot obtain a receipt with your own name and credit card showing the amount you paid, you will not receive a reimbursement for the expense*.
- You cannot be reimbursed for any expenses shared with students receiving funding from the Student Government Organization Travel Grant unless your name and credit card are specifically listed on the receipt.
- If a family member/friend covered the cost of an expense on their credit card and you fully reimbursed them, they must send an email to sg-travel@usf.edu stating the expense covered and the amount they were reimbursed within 3 business days of your return.

*Per page 12 of the USF Travel Manual
ACCEPTANCE LETTER FROM CONFERENCE

You must provide an acceptance letter/email OR the preliminary program that specifically lists your name as a presenter, NOT an author.

Email the acceptance letter to sg-travel@usf.edu OR bring it to MSC 4300 Student Business Services office.
CPGP APPLICATION

• The application must be submitted **10 business days (by 11:59pm)** prior to the first date of travel.
• The entire application must be typed, except for your signature.
• You must print and physically sign the application. Electronic signatures will result in an automatic denial from our office.
  – If you did not print and physically sign with a pen, it will be considered an electronic signature.

Email the application to sg-travel@usf.edu OR
Bring it to MSC 4300 Student Business Services office
The address you list on your application is where your reimbursement check will be sent (unless you have direct deposit set up through employment at USF).

Please refer to the next slide for information about the policies and procedures update.
DURING TRAVEL

• Save your receipts! You will be required to submit all of them upon return.
• You do not need to save any meal receipts.
• You will be required to submit an itemized zero balance receipt for your lodging expenses. If the receipt is not provided at checkout, you MUST contact the hotel to obtain the receipt.
• If you drive your personal vehicle, you can be reimbursed up to $0.445/mile. The amount will be capped at the cost of the most economical flight if you drive a long distance.
  – No one else riding with you can receive any type of reimbursement for gas or mileage.
• If you rent a compact or subcompact vehicle, you can be reimbursed for the cost of the rental and the gas. Rental insurance is not reimbursable.
  – If others choose to ride with you in the rental vehicle, they cannot be reimbursed for any gas expenses. Only the individual renting the vehicle can be reimbursed for gas*.

*Per page 12 of the USF Travel Manual
• Beginning on July 1, 2017, deadlines for CPGP have changed. All deadlines have been clearly outlined in multiple documents and throughout the application instructions.
• All receipts and supporting documents are due within 3 business days of your return.
• Your signed expense report is due within 3 business days of receiving it.
• Failure to meet these deadlines will result in your CPGP grant being CANCELLED due to incompliance.
RETURNING RECEIPTS

- Your Post Travel Summary Form, receipts, conference program cover, and the page from the final program listing your name as a presenter must be submitted within 3 business days of the return date you provided.
- You may submit your receipts via walk-in or email to sg-travel@usf.edu, or fax (813) 974-5637.
- Once we receive your receipts, we will submit your expense report, and then email you a copy to review and sign.
- Your signed expense report is due within 3 business days of the sent date.
  - You must print and physically sign the expense report.
  - If you did not print and physically sign with a pen, it will be considered an electronic signature.
- You may submit your expense report via walk-in, email to sg-travel@usf.edu, or fax (813) 974-5637.
- Submitting a LEGIBLE picture of your receipts and/or signed expense report using your smartphone is also acceptable!
This form must be completed and submitted with your receipts within 3 business days after returning from your trip.

No screenshots of receipts will be accepted.

This shows us what you expect to see on your expense report. If a receipt is missing in the email attachments, this is how we will know!

IMPORTANT: If you are not claiming airfare, lodging, or registration as an expense, please note the reason why in the Additional Comments section at the bottom of the form.
• This is due within 3 business days of receiving it.

• If the Expense Report is not provided within 3 business days of receiving it your reimbursement could be delayed or cancelled.

• Electronic signatures are not accepted.

• You cannot digitally sign this document with a program or device.

• If multiple pages are sent to you in the email, you MUST return all of the pages, not just the signature page.

• ***If you need to update your address, you MUST notify our office when you submit your expense report. Notifying our office at this time is the only way to ensure your check will be sent to the updated address.***
4 TO 6 WEEKS LATER...
• After submitting your Expense Report, we will send it to USF Central Travel auditors on your behalf for approval.

• The approval can take up to 4 to 6 weeks after we send your Expense Report. Unfortunately, we cannot control how quickly your reimbursement is approved.
  – Around the holiday season (November to December), it is normal for the process to take the full 4 to 6 weeks.
  – If you travel before winter break, you may not receive your reimbursement prior to any of the major holidays. Please be sure to plan for this if you are expecting the reimbursement to cover any expenses during that time.

• Once approved, you will receive an automatic email notification from our office. You will receive a check in the mail or a direct deposit (if you work for the university).

• You cannot come to our office and pick up the check.
REMAINING CPGP FUNDS

• Per the CPGP SOPs: No domestic traveler can receive more than $500 per fiscal year
• Per the CPGP SOPs: No international traveler can receive more than $750 per fiscal year
• Students who did not use the entire CPGP grant are eligible to reapply to use the remaining funds for a second conference.
  – i.e: Hector used his full $250 in-state grant.
    • Option 1: Hector can reapply to receive $250 for an out-of-state grant (not to exceed $500 cap).
    • Option 2: Hector can reapply to use $500 for international conference (not to exceed $750 cap).
  – i.e: Lily used $400 of her out-of-state grant.
    • Option 1: Lily can reapply to use the remaining $100 for an in-state OR an out-of-state conference.
    • Option 2: Lily can reapply to use $350 for an international conference (not to exceed $750 cap).
  – i.e: Samantha used $690 of her international grant.
    • Option 1: Samantha can reapply to receive the remaining $60 only for a second international conference.
FAQS

• Will screenshots of receipts be accepted?
  – Screenshots will not be accepted. You must provide the entire receipt from the vendor.

• Can I travel a few days before or after to sightsee or job hunt?
  – The university will only reimburse business related travel expenses incurred one day prior to the official start date of the conference and one day after the official end date of the conference. You must notify our office of your extended travel plans. You must also provide a price comparison to show what the cost would be to travel up to one day prior and one day after the conference.

• Can I change my mailing address after I apply?
  – If you need to change your mailing address, send our office an email with your new address prior to signing your expense report to ensure it will be updated in time. If you request an address change after signing your expense report, we cannot guarantee your request will be completed by USF Travel.

• Can I pick up the check?
  – Reimbursement checks are not sent from our office. Travelers can only pick up their check from USF Travel under extenuating circumstances. You must notify our office when you send in your signed expense report as the request must be processed and approved by USF Travel.
REQUIREMENTS FOR TURNING IN RECEIPTS
AIRFARE

• Itinerary must show:
  • traveler’s name
  • amount paid
  • departure and arrival times
  • Destination

• USF Travelers will be reimbursed for economy/coach, non-refundable airfare.

• Flight insurance, seat selection fees, cost for seat upgrades, premium seating, and early boarding fees are personal convenience items and are not reimbursable.

• Receipts are required for all baggage fees.

• Receipt must have last four digits of credit card
LODGING

- Receipt must be itemized, have a **zero balance**, show traveler’s name and arrival and departure dates.
- Lodging may only be reimbursed for the single occupancy rate.
- Valet parking is only allowed when self-parking was not available as an option.
- Please specify on the Post-Travel form if you have stayed with a family or friend.
MEALS

• Trip must include an overnight stay in order for Traveler to claim meals.
• Schedule or agenda must be provided in order to be granted a meal allowance.
• Meals provided by the conference will be deducted from the daily meal allowance. This does not include receptions or on-your-own meal breaks.
• Traveler must provide departure date/time and return date/time for meal reimbursement.

DO NOT TURN IN ANY FOOD RECEIPTS, as we will not need them. Meal reimbursement is calculated by our office using departure and arrival times.
QUESTIONS?
CONTACT US!

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