

MSTP Student Travel Policy 2017-2018

- ✓ Only travel more than 60 miles from Chicago is considered “travel”. We will not be able to reimburse you for meals (i.e. per diem), lodging, or travel *within* 60 miles of Chicago.
- ✓ Please submit your request for reimbursement via the [reimbursement request form](#) and email your receipts according to the instructions.
- ✓ If you charge meals to a credit card, please submit the *itemized* receipt along with the total that is charged to the card.
*Please note that, due to BSD policy, we cannot reimburse for alcohol.
- ✓ The MSTP will reimburse you for expenses *directly related* to travel such as conference registration fees, flights, taxis, and meals. We are *unable* to reimburse for personal incidentals that are not directly related to the educational and scientific aspects of your trip, e.g. conference t-shirts, band-aids, an umbrella because it’s raining and you forgot one, your friend’s lunch, a city tour, etc. etc.
- ✓ MSTP will reimburse daily meal expenses up to the per diem rates provided by the US General Services Administration website for the city to which you travelled. Please go to: www.gsa.gov/perdiem for these rates. Enter the city or zip code of the city that you are traveling to.
- ✓ For example, if you travel to Beverly Hills 90210, your government allotted meal per diem for FY 17 is \$64 (see below—all the way to the right). You will need to print this per diem info and submit with your receipts. **This needs to be printed and submitted in addition to your receipts,** not in place of them.

Secure | https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=&fiscal_year=2018&zip=90210&city=

Gmail Facebook Netflix XFINITY TV Add to Wish List Forteza UoC Randoms Stories ILGA Dashboard NRL Fantasy Injustice Watch | Exp MSTP Staff Calendar Bookmarks

GSA TRAVEL REAL ESTATE ACQUISITION TECHNOLOGY POLICY & REGULATIONS ABOUT US

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FY 2018 Per Diem Rates for ZIP 90210

(October 2017 - September 2018)

Cities not appearing below may be located within a county for which rates are listed.
To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

October 2017 - September 2018 within the zip code: 90210. Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017			2018					M&IE (5)					
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May		Jun	Jul	Aug	Sep	
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	\$173	\$173	\$173	\$173	\$173	\$173	\$173	\$173	\$173	\$173	\$173	\$173	\$173	\$64

Print Results New Search

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see *Breakdown of M&IE Expenses* for important information on first and last days of travel.

NOTE: MSTP funding of travel expenses will be dependent on your current funding source. For instance, people with *individual fellowships* generally have a certain amount allotted for travel. Those currently supported on *the MSTP training grant* have a small amount of money allowed for travel. If you're in the graduate phase being supported by *your PI*, your PI will generally pay for you to travel and publicize the work that you are doing in their lab. If your PI can't cover all travel expenses and you've exhausted all other sources of funding, the MSTP may be able to cost-share some of those expenses. Keep in mind that funds that may be available to you for interview travel during M4; funds used before then may decrease available funding in M4. All requests for MSTP travel reimbursement must be approved by Dr. Anastasio *before* any travel arrangements have been made.

FAQs

Question #1- Must we present at a conference in order to be reimbursed?

If MSTP is supporting it, yes. If you can make an argument about why you should go to the conference without a talk or poster, this should be brought to me & I will assess each situation on an individual basis.

Question#2- Will you reimburse us for international travel to conferences?

The MSTP will fund international conferences IF funding is available. Each request would need to be approved by me in advance.

Question #3- Is there a maximum that you will reimburse per conference, or per year?

That is dependent on the source of funding. If we pay you off of an endowment, it is different than it would be if we paid you off of the Training Grant.

Question #4- The GSA website also gives a maximum for lodging (\$125/night in the example) - does that apply to us?

It sure does (give or take a few dollars). It will be dependent on the location & time of year.

Question #5- Will we be required to notify you in advance if we plan on attending a conference - either for budgeting reasons or so you can approve our travel plans?

Oh yes. Without a doubt. If someone brings us receipts for a trip that we didn't approve in advance, they are going to be out of luck. Also, as a general rule, if you're in the grad phase, ask your PI to support your travel expenses. This is what graduate students generally do. If the PI says no, look for travel awards. If your pay source doesn't have a travel allotment or you've exhausted it, then you can come & ask us if we would be willing to help.