

**Wayne State University**  
**Department of Communication Graduate Student Travel**  
**Handbook**



**Contents**

Available Travel or Professional Development Funding..... 2

Covered expenses..... 4

Expenses not covered by university funds..... 6

How to set up Travel Wayne so you can get reimbursed in a timely fashion ..... 7

## Available Travel or Professional Development Funding

### 1. Department of Communication Conference Research Presentation Travel Support

*This funding supports travel that involves presentation of competitively selected research or creative work (e.g., film or media). If your only reason to travel is to present in a GIFTS session, talk on a panel or roundtable, or attend a business meeting or short course, you are not eligible for this funding and you should apply for Dermidoff funding below.*

PLEASE SUBMIT TO THE DIRECTOR OF GRADUATE STUDIES NO LATER THAN **OCTOBER 21, 2022** (This is an extension of the deadline originally provided) FOR ACADEMIC YEAR 2022-2023 FUNDING. PLEASE SUBMIT THIS APPLICATION FOR ANY CONFERENCES YOU PLAN TO ATTEND, EVEN IF YOU HAVE NOT SUBMITTED YET. WE NEED TO MAKE BUDGET DECISIONS EARLY, EVEN IF BASED ON ESTIMATED TRAVEL.

The Department of Communication provide travel funds for the scholarly and creative activities of graduate students. These funds are administered by the Department through the Graduate Student Travel Fund Award.

Funds are limited and preference is given to doctoral students over master's students. Normally, *funding will be given only to doctoral students who are in their first through fourth years and masters students who are in their first through second years.*

The award is available to help fund travel to conferences and professional meetings for presentation of **competitively selected peer-reviewed work** that must have been done in the communication graduate program at Wayne State University. Peer-reviewed work typically is that work which has been submitted to a conference through the competitive open-call process.

Doctoral students receive a maximum of \$1000 for all travel in a given academic year. Reimbursement may be applied to transportation (for flights, economy cabin only – seat upgrades are not reimbursed by the university), hotel, registration, and meal expenses (meals at a rate not greater than the approved Wayne State University per diem, which can be found here: <https://www.gsa.gov/travel/plan-book/per-diem> rates). If the conference provides meals as part of your registration, you will not receive per diem for that meal. (See more about meal amounts on page 4).

Apply for this funding here:

[http://comm.wayne.edu/phd/graduate student travel award application 6 2022.pdf](http://comm.wayne.edu/phd/graduate%20student%20travel%20award%20application%206%202022.pdf)

## **2. Dermidoff Endowed Funding for Graduate Student Professional Development**

Travel for reasons other than to present competitively selected research or creative work, such as participating in a GIFTS season, speaking at a roundtable or panel session, attend a business meeting, summer seminar or workshop, or short course, you are eligible for this funding. We can fund up to five \$500 awards to support non-research presentation travel. University expense restrictions noted on pages 4-6 apply to this funding.

PLEASE SUBMIT TO THE DIRECTOR OF GRADUATE STUDIES NO LATER THAN **OCTOBER 21, 2022** FOR ACADEMIC YEAR 2022-2023 FUNDING.

Application for this award can be found here:

[http://comm.wayne.edu/phd/com grad professional development funding application instructions.pdf](http://comm.wayne.edu/phd/com_grad_professional_development_funding_application_instructions.pdf)

## **3. Graduate Student Professional Travel Awards from WSU Graduate School**

*This funding will match departmental funds to present research at a conference.*

Apply for support of travel to present at an academic or professional event to be held between October 1, 2022, and January 31, 2023. Awards will be made up to a maximum of \$1000. A matching amount is required from your school/college, department, or PI. Questions should be addressed to the Graduate School at [gradscholarships@wayne.edu](mailto:gradscholarships@wayne.edu).

Eligibility

- Student must present their research at the conference
- Check with your department for any additional guidelines or eligibility requirements

Once you receive approved funding from the COM department, apply for this funding at [https://eiproduct.wayne.edu/sso/nextgen/?form\\_id=a765a3e4-9a0f-4543-b08d-513fe5cfc5e](https://eiproduct.wayne.edu/sso/nextgen/?form_id=a765a3e4-9a0f-4543-b08d-513fe5cfc5e)

## **4. WSU Humanities Center Travel Support**

The Humanities Center annually budgets funds to encourage graduate students in the humanities and the arts to present their research or artistic work at national conferences and exhibitions. To apply for this funding, graduate students must include a personal statement indicating how presenting their work will help them further their understanding of the topic and help their academic future professional

careers. Graduate students outside the humanities are also free to apply if their talks are of particular interest to scholars in the humanities and the arts. The Center offers up to \$300 in travel assistance to successful applicants.

[Apply for the 22-23 Graduate Travel Program](#)

Deadlines

*Fall 2022: October 7, 2022*

*Winter 2023: December 9, 2022*

*Spring/Summer 2023: April 7, 2023*

Apply for Humanities Center support here: <https://humanities.wayne.edu/student-funding/travel-program>

Covered expenses

**1. Meals and Incidentals Expenses**

WSU provides a daily per diem for meals and incidental expenses. You do not need to submit any meal or incidental expenses receipts after the trip. Look up the rate for domestic travel here <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Foreign travel rates are here: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>. For example, if you are going to New Orleans for the 2022 NCA, the M & IE rate is \$74 a day.



**Meals & Incidentals (M&IE) rates and breakdown**

Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
New Orleans	Orleans / Jefferson Parishes	\$74	\$17	\$18	\$34	\$5	\$55.50

Please note that your first and last day of travel have a different rate – 75% of the total M & IE rate. It is assumed that you will only have two meals while traveling. For New Orleans, if you look to the far right of the allowance column, the 75% rate is \$55.50. Thus, if you travel for 5 days to New Orleans, your total M & IE amount would be \$333.00 (\$74 x 3 days + \$55.50 x 2 days of travel).

If the conference provides meals as part of your regular registration to the conference, the university will remove that meal's allowance from your per diem. For instance, if the New Orleans conference provides a dinner, you would receive \$40 for that day rather than \$74.

2. **Flights.** Per [university travel policy](#): "Travelers must book the most economical coach class airfare available. In making reservations, the traveler should balance the cost vs. the efficiency of the travel." The university will not cover flights purchased with frequent flyer miles.
3. **Lodging.** Per [university travel policy](#): "The university will pay actual room costs, as substantiated by the detailed accommodation receipt, for each day that lodging away from home is necessary for business reasons. Additional lodging costs, such as internet charges, meals, etc. charged to the hotel room, should be reflected separately on the Expense Report. . . . Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a specified number of paid room nights at the hotel. WSU will not reimburse travelers for the value of free accommodations used for business travel."
4. **Rental vehicles.** Per [university travel policy](#): "The use of a rental car should be justified as a business necessity. When traveling in groups, sharing of cars is encouraged to reduce costs. When renting a car, fuel costs will be reimbursed based upon actual fuel purchased, not mileage. The university has negotiated a special rate with National/Enterprise. Please visit the [WSU Travel Website](#) to obtain the latest information."
5. **Taxis/Uber/Lyft.** University covers these expenses. Tip no more than 15% and be able to provide a receipt after your trip.
6. **Personal vehicle use mileage.** Per [university travel policy](#): "Use of the traveler's personal automobile for official University business that is properly authorized, reasonable and appropriately documented will be reimbursed at the effective [WSU published rates](#) (designed to cover gas, oil, and fixed costs such as insurance and depreciation) at the time of travel. Rates can be found on the [TravelWayne](#) website. The standard mileage rate for reimbursement for private automobile usage will be the same as the rate allowable by the Internal Revenue Service (IRS)."
7. **Conference Fees.** University will pay for conference registration fees. However, it will not cover your membership fees to the organization.
8. **Other expenses:** the university will cover tolls paid with cash or electronically with receipts. Internet fees while traveling. Laundry, dry cleaning, or pressing services

only if you are away more than 5 days. Office supplies and copies can be covered with receipts.

#### Expenses not covered by university funds

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

- Clothing or toiletry items
- Commuting between home and campus
- Club/professional organization dues (e.g., NCA, ICA, AEJMC, etc.)
- Expenses related to vacation or personal days taken before, during or after a business trip
- Loss Damage Insurance when University agency is available, and another auto agency is utilized
- Loss or theft of cash advance money or airline tickets
- Loss or theft of personal funds or property
- Lost baggage
- Luggage or briefcases
- Personal reading materials (magazines, newspapers, etc.)
- Medical expenses while traveling
- Movies
- Personal entertainment
- Pet care
- Recreational expenses
- Saunas, massages
- Shoeshines
- Souvenirs or personal gifts
- Travel accident insurance premiums
- Traffic citations (moving violations), parking tickets, court fees and other fines
- Mini-bar charges
- Airline, car, and card membership dues and club fees
- No-show/Cancellation fees or fees related to hotel late check-out

## How to set up Travel Wayne before you travel (required)

Wayne State processes all expenses through the Travel Wayne/Concur system. Before you travel, you need to set up your account so Dr. Young can process your travel request (and your receipts later). *You need to have an approved Travel Request through the Travel Wayne system before you travel.*

*Before the trip, go to Academica and in the search bar, search for "Travel Wayne." Open the link and scroll to the bottom of the new page and click "Domestic Travel," then on the main SAP Concur page, click "Profile" at the top right and select "Profile Settings."*

The screenshot displays the SAP Concur user interface for Kelly Young. The top navigation bar includes 'Requests', 'Travel', 'Expense', and 'App Center'. The user's name 'Kelly Young' is visible in the top right corner, with a dropdown menu containing 'Profile Settings' and 'Sign Out' options, which are circled in red. The main dashboard is divided into three sections: 'TRIP SEARCH' with a 'Mixed Flight/Train Search' form, 'COMPANY NOTES' with news items, and 'MY TASKS' with three cards: 'Open Requests', 'Available Expenses', and 'Open Reports', all showing zero counts.

Once the new page opens, please make sure all your "Personal Information" is included and correct, then go to Bank Information and include your direct deposit information. Travel Wayne will not let Dr. Young enter your expenses without the banking information. It is not to take money from you, but the system pays out through direct deposit. When you do this the first time, the system will deposit a few cents into your account and then withdraw the information. You will receive an email about this and need to verify the amount that was deposited. This takes a couple of days to complete.

SAP Concur  Requests Travel Expense App Center Support Profile

Profile Personal Information System Settings Concur Mobile Registration

Your Information  
 Personal Information  
 Company Information  
 Contact Information  
 Email Addresses  
 Emergency Contact  
 Credit Cards

Travel Settings  
 Travel Preferences  
 International Travel  
 Frequent-Traveler Programs  
 Assistants/Arrangers

Request Settings  
 Request Information  
 Request Delegates  
 Request Preferences  
 Request Approvers  
 Favorite Attendees

Expense Settings  
 Expense Information  
 Bank Information  
 Expense Delegates  
 Expense Preferences  
 Expense Approvers  
 Favorite Attendees

Other Settings  
 E-Receipt Activation  
 System Settings  
 Concur Connect  
 Concur Mobile Registration

## Profile Options

Select one of the following to customize your user profile.

**Personal Information**  
 Your home address and emergency contact information.

**Company Information**  
 Your company name and business address or your remote location address.

**Credit Card Information**  
 You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

**E-Receipt Activation**  
 Enable e-receipts to automatically receive electronic receipts from participating vendors.

**Bank Information**  
 Bank Information

**Request Preferences**  
 Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

**Concur Mobile Registration**  
 Set up access to Concur on your mobile device

**System Settings**  
 Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

**Contact Information**  
 How can we contact you about your travel arrangements?

**Setup Travel Assistants**  
 You can allow other people within your companies to book trips and enter expenses for you.

**Travel Profile Options**  
 Carrier, Hotel, Rental Car and other travel-related preferences.

**Expense Delegates**  
 Delegates are employees who are allowed to perform work on behalf of other employees.

**Expense Preferences**  
 Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Once the banking information is taken care of, go to "Expense Delegates." There, click "Add" and search for me by name or my access ID AJ6438. Then click all the boxes for view receipts, use reporting, and receive emails (or whatever boxes it lets you select). Then click "Save" by the "Add" button. Once all of that is done, Dr. Young should be able to enter your Travel Wayne account and enter your travel request and expenses. He will stay in touch through each step, because while he can access your Travel Wayne account, he cannot submit requests or reports on your behalf. As a delegate, he cannot see your banking or personal information.

Once you return from your trip, please email Dr. Young the receipts for all your expenses except for meals, incidentals, or ineligible expenses. Generally, students submit receipts for hotel, flight, conference fees, and taxi/Uber/Lyft receipts. If there is anything unusual about your receipts, please provide some explanation.