Annual Allowance: Each resident PhD student is eligible for an allowance of $1,500 a year for business-related travel expenses and research expenses for the first five years. It can be used for travel to conferences, workshops, research-relevant summer schools; for training; and for research expenses.

Allowable research expenses include payments to experimental subjects (including online experiments), payment for scanner or other relevant equipment time, and purchase of equipment that is necessary for research. Allowable expenses do not include the purchase of laptops. The logistics of each research expense can vary widely. After receiving pre-approval, consult with Sue Potterfield before making any purchase.

The travel/research expenses must be ones that are not specifically covered by the student’s or mentor’s grants. Students who use their travel/research allowance for travel must present at the conference/workshop or provide an explicit training purpose. Exceptions are made for First Year PhD students, who may use up to $500 of their travel/research allowance to attend, but not present, at a conference or workshop.

Unused funds cannot be extended or rolled over into subsequent years. Special requests for advances of funding from an upcoming year may be considered, but are not guaranteed approval.

Students may consult mentors and the Travel Chair with specific questions on allowable expenses.

Other Funding Sources: Students are expected to seek out alternative funding options before resorting to use of travel/research allowance. Alternative funding options may include faculty budgets or sponsored (grant/fellowship) budgets. Speak with the responsible faculty or PI.

Students must apply for Graduate Representative Organization grants for each business trip and as well as applicable conference-specific travel grants.

Pre-approval: All travel/research expenses require pre-approval. Students should not make travel arrangements until approval is received. No retroactive requests will be accepted.

The Graduate Student Travel/Research Request Form must be completed and approved for each new expense and/or trip request. Email submission to relevant faculty and staff is preferred. cogsci.jhu.edu/department-resources/travel-resources-forms.

For travel/research expenses requests to be funded by faculty funds or grants, the travel request requires only the approval of the relevant faculty member(s) responsible for that budget. For travel/research expenses to be funded by a student’s travel/research allowance, the travel request must be approved by both the student’s advisor(s) and the Travel Chair at least one month prior to the trip. Within 5 business days of receiving the advisor’s recommendation, the student will receive the final decision of the Travel Chair.

Students should submit the approved form and related emails to Sarah Ciotola in advance of any purchase.

Any request that is deemed of an exceptional nature by a faculty or staff member will be sent to the Department Chair for additional review.

CogSci Purchasing Guide: Students are expected to thoroughly review this Graduate Travel/Research Purchasing Guide before any research or travel purchase: https://krieger.jhu.edu/cogsci/department-resources/travel-resources-forms/grad-student-travel-research-purchasing-guide/.

JHU Grad Travel Resources: Students may also find this resource useful when planning travel: homewoodgrad.jhu.edu/student-services/travel-resources.
Receips: Students must retain all original, itemized receipts related to their business travel or research expenses; this is required, regardless of the method of payment (personal credit card, dept P-Card, dept direct bill, etc.). Receipts must show proof of payment. If they do not, students must also provide a corresponding bank or credit card statement. The below information is meant to help answer some common receipt questions.

- **Lodging:** If lodging is paid in-full, in advance, a receipt is sufficient. If lodging is paid for at the hotel, a hotel folio must be obtained. A folio details each expense charged for each night (room, taxes, wifi, food, etc.).

  **Split Lodging:** If splitting lodging with one or more individuals (either Hopkins affiliates or non-Hopkins affiliates) the student should discuss with staff the best way to split the expense prior to the trip. Staff will make a recommendation based on the specific circumstances. Students should never use cash to pay for or accept payment for split lodging. They should always have a ‘paper trail’ via credit card, PayPal, Venmo, etc.

- **Mileage:** An online mapping service (Google Maps, Map Quest, etc.) should be used to generate a printout or PDF that shows the start, end, route traveled, and miles driven of each leg of the trip. Multiply the miles driven by the mileage rate found on the Reimbursement Form to calculate the reimbursement.

- **Foreign Currency:** Use onada.com to convert foreign currencies into USD. Provide a print-out of the conversion with the relevant receipt(s). The date on the receipt must match the conversion printout. Provide the USD amount on the Reimbursement Form. **Exception:** If a purchase was made on a credit card, you may submit the credit card transaction showing the actual USD expense(s) along with the receipt(s) – no conversion will be needed.

- **Travel Meals:** Meals may be reimbursed based on actual receipts up to $30 per day if traveling outside the Baltimore metropolitan area. Per diems are not permitted. Alcohol will not be reimbursed. (If traveling on sponsored (grant/fellowship) funds, different agency rules may apply.)

- **Missing Receipts:** If a receipt cannot be found, recovered from a vendor, or is not itemized, a student must complete and sign a Missing Receipt Affidavit Form. This form can be found on our department website: cogsci.jhu.edu/department-resources/forms-pdfs. For meals, the student should include a signed notation on the MRA indicating whether or not alcohol was consumed. Expenses of $75 or more with missing receipts cannot be reimbursed.

**Expense Submission:**

- **Dept P-Card:** Sue and Sarah require receipt copies ASAP. (for memberships, registration, and submission only)
- **Dept Travel Card:** Sarah requires all train/air receipts ASAP prior to travel. Submit hotel folios after the trip.
- **Out-of-Pocket Expenses:** Students must submit a Cognitive Science Reimbursement Form (cogsci.jhu.edu/department-resources/travel-resources-forms) with all relevant receipts, back-up documentation and the original travel/research pre-approval. It is permissible to submit related reimbursement requests in stages for the same trip as long as the expenses are not duplicated on subsequent submissions.

All reimbursement requests must be submitted within 60 days of purchase to allow sufficient processing time. If documentation is incomplete, this will delay processing. If the request is not completed, submitted, and processed in the business system within 90 days of purchase, the reimbursement will be subject to tax withholding.

**How will I get my reimbursement?** The reimbursement will be deposited into the student’s bank account within a few weeks through direct deposit. All PhD students should have direct deposit set up in payroll.

**Questions? Contact:**

- Sarah Ciotola  Academic Program Coordinator  ciotola@cogsci.jhu.edu  (410) 516-6844  Krieger 237B
- Sue Potterfield  Budget Analyst  potterfield@cogsci.jhu.edu  (410) 516-5100  Krieger 237D

Please note the travel/research policies are subject to change.