

TO: PIER students  
From: David Klahr  
Subject: Revised Travel Support Policy for PIER students  
Date: 4/1/09

Below is listed the current travel policy for PIER students. There are no major changes, just some clarification and elimination of redundancies in the earlier statement.

| PIER will cover the following travel-related expenses:

1. **AERA Initiation Rites.** First year PIER students are strongly encouraged to attend the annual meeting of one of the major educational research organizations, such as the American Educational Research Association (AERA) or the Society for Research on Educational Effectiveness (SREE) even if they are not presenting a paper or poster. The purpose of this “freebie” is to expose new PIER students to the annual meeting of a major educational research organization as part of their acculturation to the Ed Research world. This policy for first year students can be modified, on a case by case basis, to other conferences that are heavily education oriented -- such as NARST (National Association for Research in Science Teaching)-- but not the standard disciplinary conferences that you might have attended without being a PIER student (e.g. Cognitive Science, AIED, etc.) The basic idea here is to stretch you beyond your “home” discipline into the broader educational research area.
2. **IES Conference in DC.** The annual “command performance” at the IES research conference will be covered also. All PIER students beyond the first year are expected to present a poster at this meeting.
3. **Participation in other Meetings.** Provided you are presenting a poster or talk, conference support for other meetings is limited to 2 meetings per academic year, (with no carryover from one year to the next). Per trip maximum coverage will not exceed \$1500. Many meetings should cost much less. Hotel rooms should be shared whenever possible. You are expected to use the lower-cost conference hotels at the conference rate (unless you can get a better price.) The general spirit of this policy is “the reasonable person hypothesis”, i.e., that you will make an honest effort to minimize your travel expenses (perhaps by traveling in off peak hours), but you are not expected to take really inconvenient flights (like multiple legs where a direct flight is available).
4. **Combining conference travel with other side trips.** Travel expenses will be covered up to the amount that the trip would have cost without the extra travel. Students should submit evidence of what that cost would have been (by submitting documentation of the cost of the direct trip without the extra travel).
5. **How to proceed.** To ensure that you are reimbursed as you expect to be, *it is important that you receive approval from Audrey Russo BEFORE you make any travel arrangements.* (See attached memo from Audrey on the details of how to submit expenses.) Neglecting to receive prior approval may put you at risk for not being reimbursed if it is decided that your expenses fall outside of the PIER travel policy.

**To: PIER students**  
**From: Audrey Russo**  
**Subject: How to submit PIER travel expenses.**  
**Date: April, 2008**

This is a working document. *The procedures described here are based on Carnegie Mellon Accounting policies and are therefore subject to changes imposed by the university. Be aware that all reimbursement expenses are reviewed and approved at several levels within the university bureaucracy, so it is important to get them right from the outset.*

Please submit an **itemized cover sheet** listing the amount of each receipt, date and explanation. (see attached sheet)

Please also include your **current mailing address**. You may either put receipts in my mailbox in the Psych Lounge or bring them directly to my office (354L Baker Hall).

Each receipt should be **taped** to a sheet of paper (no staples please) so that they can be easily photocopied. You can tape multiple receipts to a page.

**Any receipt** you turn in for reimbursement must show your **method of payment** and/or the last four digits of your credit card (**i.e. VISA and /or xxxxxxxxxx3492** ). If you pay cash, just the receipt is fine.

**Meal receipts** must include the **itemized copy** rather than the only the credit card portion.

For **Air Travel and Conference registration-** reimbursements may be submitted immediately (i.e. prior to the conference) so that you don't have to carry the amount on your credit card.

For **other travel expenses** please keep all your receipts for food, drinks, lodging, parking, taxi etc to submit to me after the conference.

Please remember that all receipts must show the proper information for reimbursement.\*

**\*This is particularly important because often (especially with conference registrations), only a confirmation notice is returned to the payee. In this case you need to either submit your credit card receipt (for security reasons, please make sure all but the last four digits of your credit card number is crossed out) or contact the conference organizers to ask for a detailed receipt to be faxed or mailed.**

If you have any questions, do not hesitate to ask me.

## PIER TRAVEL REIMBURSEMENT FORM

Date Submitted: \_\_\_\_\_

Name of Graduate Student: \_\_\_\_\_

Year in PIER: \_\_\_\_\_

Name of Conference: \_\_\_\_\_

Conference Location (City): \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

Nature of Presentation (e.g., poster or talk): \_\_\_\_\_

Title of Poster, Paper, or Symposium: \_\_\_\_\_

**Expense Table:**

Nature of Expense	TRAVEL	FOOD (List each total from receipts)	MISC. (Describe and list totals)
	Airfare:		Conference Registration:
	Taxi/Train/Bus:		
	Gas:		
	Other:		
<b>Subtotals:</b>			

<b>TOTAL DUE FOR REIMBURSEMENT:</b>	
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Tape each original receipt to additional sheets of paper, staple, and return to Audrey Russo.