

For student research grants awarded by the
Department of Conflict Resolution, Human Security and Global Governance:

Please send a copy of your proposal along with your planned itinerary to conflict@umb.edu.

Overview regarding expenses and reimbursement. UMass can only reimburse after the expenses have been incurred. The one exception is airfare which can be booked through the University Travel Agent so you can avoid paying up front (advise if you will book airfare this way). Please review the Travel Policy and Procedure document found on the Controller's website

http://www.umb.edu/administration_finance/controller/policies?nossl

Pay close attention the following sections:

- responsibility of the Traveler,
- traveler approval requirements
- international travel approval
- student Travel
- allowable Expenses

The department will prepare your expense report so although you don't need to know this information it's good to be familiar with it.

During your travel, please keep detailed, original, receipts of all allowable expenses. Note that we cannot reimburse for Massachusetts sales tax or alcohol. Upon returning from your trip, submit your original receipts the office and I will process the reimbursement up to the amount awarded.

Regarding per diem (daily allowance for food) – you can be reimbursed the per diem rate for the city you travel to without supplying receipts. See the travel policy for details and a link to international per diem rates.