



# Stony Brook Program in Public Health

## Professional Development Fund for Students

### Travel Reimbursement Checklist

- **Cover Letter - REQUIRED FOR ALL CLAIMS** - stating purpose of travel, dates of travel, time you left your home and time you returned home, location of conference, your itemized expenses and signature.
- **Hotel Receipt.** If more than the federal per diem rate for that city, please include proof that it was the conference hotel or other justification. Per diem rates are available and updated regularly on this [website](#). *NOTE: If hotel has been booked through a third party such as Expedia, traveler must provide a receipt that shows the hotel booking information. (days/times/credit card info). If the hotel bill indicates that there was more than one person in the room, traveler must provide an explanation/proof of the rate charged, i.e., the rate charged was the same for 2 as for 1. Room MUST be booked in traveler's name. If lodged with family or friends (no hotel receipt), traveler will only be allowed the amount of receipted meals (no meal per-diem) or \$50 per day. Meal receipts need to show the details of what was ordered. Credit card receipts are not acceptable.*
- **Airfare/Car Rental Receipt** - rental agreement and/or paid receipt displaying last 4-digits of credit card number. "Your credit card was charged." (A confirmation of your reservation or itinerary won't work.) *NOTE: If airfare/car rental has been booked through a third party such as Expedia, traveler must provide a receipt that shows the airline/car rental booking information. (days/times/credit card info). MUST be booked in traveler's name.*
- **Letter of Justification:** for additional expenses related to airline travel such as excess baggage fees and airline change fees.
- **Mileage** (if you drove your own car) – Based on current IRS mileage reimbursement rate. Effective January 1, 2023, \$0.655 per mile. Complete and attach [AC160](#) form. Include "Google Maps" or similar confirmation of miles driven. *NOTE: No insurance can will be paid, car/travel/etc.*
- **Letter of Justification:** if you drove instead of flying when the trip was of considerable distance.



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- **Other Original receipts:** for taxi, train, meals, etc. *NOTE: (Stony Brook Foundation funding requires **original** meal receipts showing what was ordered. Credit card receipts are considered insufficient.)*
- **Conference Registration Fee Receipt** - including the registration form and one of the following: canceled check, copy of charge statement, or confirmation from the conference event indicating the dollar amount paid.
- **Conference Program Cover/Print out of Conference Website**
- **Conference Program Page** reflecting your name/participation OR a document explaining why this request is appropriate and reasonable.

**Claim must be received by the PPH within 30 days of travel.**

Additional Funding for Significant Participation can be found through the [Graduate Student Organization](#)

**Funding is distributed as available, and a \$500.00 limit is in place per student per academic year.**

*Charges for purchases of books, memberships, and photocopying are not included in travel claims.*