

Budget Guidelines for McPherson Travel Grant Applications

NOTE: Weeks before you begin any travel for which you expect to be reimbursed from any OSU account, contact Ann Yankunas to submit a mandatory travel authorization. You cannot be reimbursed without this. General information about OSU travel policies are at <https://travel.okstate.edu/>

Allowable Expenses

- Airfare (purchased by direct billing through Concur Travel – see Ann for details)
- Mileage reimbursement for personal vehicle at GSA rate (<https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates>), not to exceed cheapest airfare (requires quote – see Ann).
- OSU car rental, which has a daily rental rate plus mileage charges (car rental for any trip originating in Oklahoma requires an OSU vehicle, not commercial)
- Lodging and per diem at GSA rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).

Developing your budget

Itemize your anticipated expenses as detailed as possible in justifying your budget; for example, location(s) and round-trip mileage to your field site(s) and how many times you will visit each field site, the dates and number of days traveling, etc.

McPherson funds are very limited and slow to replenish. To help us spread these funds over multiple applicants each year, please consider ways to minimize your travel expenses and requested funds. These factors will be taken into account in evaluating applications for award amounts, and awards of the maximum allowable amounts will require clear justification. For example:

- When using your own vehicle, consider reimbursement mainly for actual gasoline consumption, as opposed to GSA mileage rates (intended to cover long-term maintenance for your vehicle).
- Combine travel to conferences with others attending the same conference (e.g., drive together), and adjust your budget accordingly, e.g., half of the mileage or vehicle rental cost.
- If you or your faculty mentor has dedicated grant travel funds for you, please deduct those from your McPherson budget request. Likewise for high-probability sources of reimbursement such as GPSGA (<https://gpsga.okstate.edu/content/forms>).
- Make sure you apply for professional society grants that provide funds for conference expenses and fieldwork. Large conferences often offer lower cost student accommodations, and many waive registration for volunteering a few hours.
- If the official conference site lodging is expensive (e.g., >\$100/night), consider sharing a room and/or staying off site at cheaper accommodations to reduce your costs. For extended field research, consider camping at least some nights in lieu of a motel.
- Consider bringing food with you (especially for field work) to reduce the number of restaurant meals. Most conferences provide some meals in the registration fee. In any event, request realistic meal costs and not the maximum allowable.
- List your itemized budget in a table, and show the total.