



2007-2008  
**Instructions for Conference Reimbursement**  
School of Education  
Lewis Towers Room 1126, WTC

*Preparing people to lead extraordinary lives*

A Loyola University Travel Expense Form

<http://www.luc.edu/education/forms/activity/TravelExpenseForm.pdf> must be filed with The School of Education within three weeks after the conference. To meet the demands of the Accounts Payable Office, the graduate student must attach his/her portion of the airline/train/bus ticket, all pertinent convention expenses, such as the original hotel bill and all original meal receipts, and a copy of the conference program. The Travel Expense Report and all attachments should be sent to Dr. Janet Pierce-Ritter, The School of Education, Lewis Towers 1126, Water Tower Campus.

- Allocation of funds will be made contingent upon receipt of documentation of conference participation or attendance.
- The maximum subvention is \$450 for a conference presentation and \$100 for a conference attendance.
- The standard mileage rate for cars used for business purposes is \$0.50.5 per mile.
- The standard meal allowance is: Breakfast: \$12, Lunch: \$18, Dinner: \$34 (receipts required)
- Alcoholic beverages are not reimbursable.
- Funds for travel will only be reimbursed that follow the university policies  
[http://www.luc.edu/finance/policy\\_travel.shtml](http://www.luc.edu/finance/policy_travel.shtml)
- Make sure the Travel Expense Form includes complete name and address information.