Electrical and Computer Engineering
Student Travel and Reimbursement

In order to process your reimbursements effectively and quickly, please provide the ECE office with the following information:

- Travel dates
- Destination
- Purpose of your travel
- Name of the conference, if applicable
- Include a SHORT PARAGRAPH on how this trip will benefit the grant (if applicable)
- Your advisor’s name
- Grant or DeptID that should be charged
- Specify whether you will need per diem/incidental rates.
- If you have TRAVEL AWARDS or TRAVEL SUPPORT GRANTS, please either forward them electronically to Jennifer.st_pierre@tufts.edu or include paper copies with your receipts.

Receipt Checklist

- Auto Rental
- Taxi, Limo, Tolls, Parking
- Bus, Rail fare
- Hotel
- Economy Airfare (TWO TYPES OF RECEIPT NECESSARY). If you do not have two forms of airfare receipt, it cannot be reimbursed.
  - Proof of Purchase (Confirmation email)
  - Boarding Passes
- Meals (MUST BE AN ITEMIZED RECEIPT). If receipts are not itemized, they cannot be counted towards your reimbursement. Remember, alcohol is an UNALLOWABLE EXPENSE
- Misc. Expenses
  - Related Poster printing
  - Conference Registration Fees
  - Gas for Auto Rental
  - If you aren’t sure about a receipt, just ask!

** Students – please note that we will process reimbursements for one individual only. We will not split cost – you should do that on your own**

Tufts Travel on Sponsored Projects (Grants)
http://finance.tufts.edu/spa/travel-on-sponsored-projects/

Tufts Student Graduate Travel Fund
http://gradstudy.tufts.edu/researchteaching/opportunitiesattufts/gradstudenttravel.htm

Tufts Travel and Business Expense Guidelines

Tufts Travel Policy
Tufts Business Expense Policy