

DEPARTMENT OF RECREATION, PARK, AND TOURISM SCIENCES MINI-GRANT CHECK LIST

BEFORE YOU TRAVEL:

- 1 COMPLETED PRE-TRIP AUTHORIZATION REQUEST IN CONCUR

- 2 COMPLETED MINI-GRANT APPLICATION
 - Graduate advisor approval
 - Graduate committee approval

- 3 COMPLETED UNIVERSITY NOTIFICATION OF TRAVEL
 - Domestic: https://studentactivities.tamu.edu/app/form_travel
 - Foreign: http://studyabroad.tamu.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=14BAA842-DD50-C9F2-5A8BE30C8F1B79EF&Link_ID=A6F07C5F-04D1-1A3C-06A19DEC9617C715

AFTER YOU TRAVEL:

- 4 SUBMIT EXPENSE REPORT WITHIN 1 WEEK RETURNING FROM TRIP

- 5 CHECK YOUR REIMBURSEMENT METHOD IN HRCONNECT

- 6 RECEIVE REIMBURSEMENT FOR TRAVEL

Please contact either the Graduate Student Advisor or the RPTS Business Office with any questions over this process. All links and resources can be found at rpts.tamu.edu/formsrequests/

Mini-Grant Application
Department of Recreation, Park and Tourism Sciences

1. The purpose of RPTS Graduate Student mini-grants (in priority order) is to:
 - a. support graduate research;
 - b. help defray travel expenses of graduate students attending professional meetings to present research papers; and
 - c. help defray travel expenses of graduate students attending professional or educational training conferences.

Mini-grants related to travel are primarily intended for regional and national meetings but international conferences will be considered (*subject to the predefined dollar limit per student per year*).

2. The maximum amounts for various types of mini-grants are listed below:

a. Attending a conference to present a paper	\$350
b. Attending a conference to present a poster session	\$350
c. Attending a professional conference	\$150
d. Unfunded research (data collection, field expenses, etc.)	
First priority dissertation/thesis research	\$350
Second priority: other research projects	\$250

*Conferences and meetings should be of recognized professional societies.

3. \$500 from department (in any combination of mini-grants) is the **MAXIMUM AMOUNT** any student may receive in one academic year (September 1st to August 31st). For each round of funding, primary consideration will be given to applicants who have not already received financial help from the mini-grant program.
4. The application must be on the correct form and signed by the chairperson of the student's advisory committee. By signing the application, the chairperson is endorsing:
 - a. The academic merit of the proposed activity;
 - b. Eligibility of the applicant for funding under the mini-grant guidelines.
5. The student's advisory committee chair must indicate the amount and account number of matching funds they are willing to supply from grant or other sources. An approximate 50% match is recommended. For example, if a student requests a total of \$350, it is expected that the mini-grant program would supply \$175 and the faculty member would supply \$175. In no case can the amount of funds the student receives from the mini-grant program exceed the amounts noted in (2) above. However, if the student's total request is \$700, for example, and the faculty member supplies 50%, the student will be given strong consideration to receive \$350 from the mini-grant program.
6. Requests will be considered throughout the year if funds are available. Applications should be turned in at least a month in advance of travel. Request for reimbursement of expenses already incurred (within the calendar year) will only be considered in extreme cases and are generally not recommended for funding.
7. The applicant must complete the mini-grant application form and should clearly indicate the nature and specific objectives of the proposed activities. A proposed budget must be clearly stated.

The budget should be brief but must list specific items (including a breakdown of proposed expenses for travel, lodging, etc.) for which support is requested. The amounts requested must be realistic rather than a convenient figure or an overestimate. No monies will be disbursed without valid receipt for expenses actually incurred.
8. Applicants will be notified in writing as to whether or not funding is available for the proposed activity. This notification will be given after the student receives committee approval and all deliverables have been submitted.
9. If receipts are not turned in within one week of travel to both the Graduate Student Advisor and the Business Office, funding will be forfeited.

Mini-Grant Application
Department of Recreation, Park and Tourism Sciences

Student Certification:

- I understand that it is my responsibility to complete the appropriate TAMU paperwork notifying the university that I will be traveling. _____
- I am traveling to present at a conference, attend a conference or conduct academic research, and I am requesting \$_____ for this trip from departmental funds. _____
- I certify that I have not received more than \$500 from the Mini-Grant program this academic year and am eligible to receive funding. _____
- I understand that I will need to submit for reimbursement within one week of returning from travel or I will forfeit funds. I have discussed any anticipated problems with the business office and we have agreed upon a submission date. _____

I, _____, have read and understand all the attached rules and procedures for requesting funds and agree to all terms and conditions.

Date _____ Signature of Student _____

FOR DEPARTMENTAL USE

Faculty Member Commitment:

I, _____, commit \$_____ from ____ - _____ - _____ towards the cost of this travel, and I have budgeted for these expenditures.

Date _____ Signature of Student's Committee Chair _____

Departmental Budget Approval:

I, _____, commit \$_____ towards the cost of this travel, and I have budgeted for these expenditures.

Date _____ Signature of Department Head _____

Committee Approval:

Approved ____ Denied ____ Reason _____

Date _____ Signature of Graduate Committee Chair _____

Travel Guide

Grad Student Employees

Set up:

1. Log into SSO
2. Select eTravel/Concur
3. Click the profile tab
4. Update the Your Information section and the Travel Settings
5. Click expense delegates under the Expense Settings section on the side menu
6. Click add and search for Kathy Junek
7. Check the boxes “Can Prepare” “Can View Receipts” and “Can Approve”
8. Click Save

Before you travel:

1. Fill out any forms necessary for funding (Mini-grant, etc.)
2. Turn them into Kathy
3. Once an authorization request has been created you will receive an email from Concur that it is ready for your submission
4. Submit the authorization request

While traveling:

- Keep all your receipts: student travelers are required to turn in ALL travel receipts, even if you will not be reimbursed for all of the expenses.
- If traveling in a group, make sure to split the costs and ask for separate receipts: DO NOT take turns paying for different expenses, and DO NOT have one person pay the expenses and pay them in cash later. You will not be reimbursed for these expenses.

After you travel:

1. Return all your receipts to Kathy
2. Once an expense report is created you will receive an email from Concur telling you it is ready for submission
3. Submit the report
4. You will receive your reimbursement via direct deposit

Travel Guide

Grad Student Non-Employees

Set up:

1. Find out what funds you expect to be traveling on (Mini-grant, faculty advisor's, etc)
2. Visit Kathy in the travel office to fill out paperwork, you will need to fill out a W-9
3. Once the paperwork has been filed you are ready for travel

Before you travel:

1. Fill out any forms necessary for funding (Mini-grant, etc.)
2. Turn them into Kathy

While traveling:

- Keep all your receipts: student travelers are required to turn in ALL travel receipts, even if you will not be reimbursed for all of the expenses.
- If traveling in a group, make sure to split the costs and ask for separate receipts: DO NOT take turns paying for different expenses, and DO NOT have one person pay the expenses and pay them in cash later. You will not be reimbursed for these expenses.

After you travel:

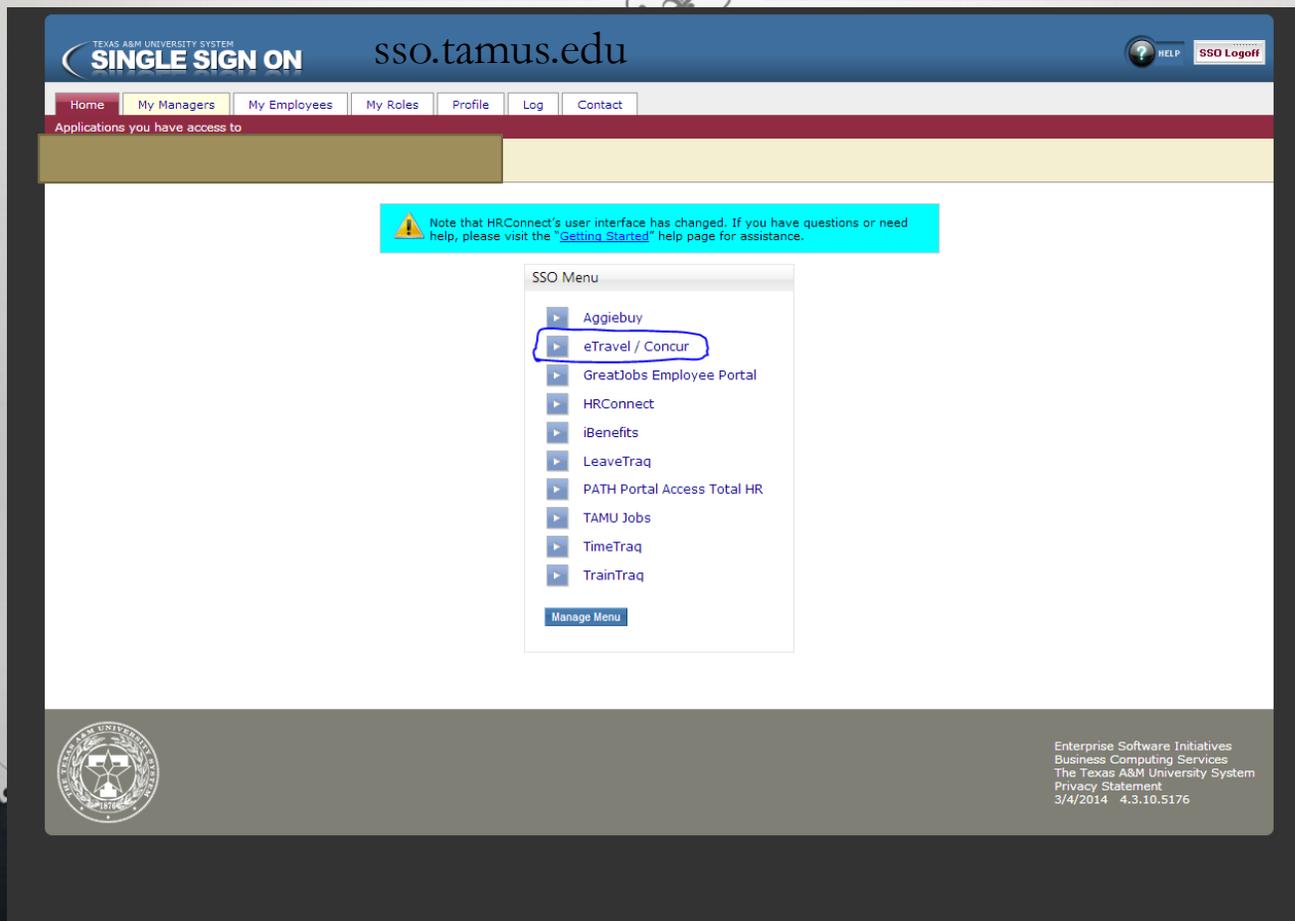
1. Return all your receipts to Kathy
2. Once an expense report has been processed you will receive a check in the mail



PRETRIP AUTHORIZATION REQUESTS FOR MINIGRANTS

This is for students employed with the University only; if you are not employed, you will not have access to this system. Please see the business office for assistance with creating a PTA.

STEP 1: LOG INTO CONCUR



TEXAS A&M UNIVERSITY SYSTEM
SINGLE SIGN ON sso.tamus.edu HELP SSO Logoff

Home My Managers My Employees My Roles Profile Log Contact

Applications you have access to

Note that HRConnect's user interface has changed. If you have questions or need help, please visit the "Getting Started" help page for assistance.

SSO Menu

- Aggiebuy
- eTravel / Concur**
- GreatJobs Employee Portal
- HRConnect
- iBenefits
- LeaveTraq
- PATH Portal Access Total HR
- TAMU Jobs
- TimeTraq
- TrainTraq

Manage Menu

 Enterprise Software Initiatives
Business Computing Services
The Texas A&M University System
Privacy Statement
3/4/2014 4.3.10.5176

YOUR SCREEN WILL LOOK SOMETHING LIKE THIS

CONCUR

My Concur | Request | Travel | Expense | Profile | App Center

Weather

DFW - Monday
Plenty of sun
High: 61°F Change to C°
Low: 45°F

Please enter an airport. **DFW**
DFW - Dallas Ft Worth Intl - Dallas, TX

Trip Search

Selection of Funding Source

Plan your flight, car and hotel:
e.g. flight from JFK to Paris on Tuesday

Flight | Car | Hotel | Taxi | Flight Status

Choose Funding Source First

Round Trip One Way Multi-Segment

Departure City **DFW**
DFW - Dallas Ft Worth Intl - Dallas, TX
[Find an airport>Select multiple airports](#)

Arrival City
[Find an airport>Select multiple airports](#)

Departure depart Morning ± 8

Return depart Afternoon ± 8

Pick-up/Drop-off car at airport
 Automatically reserve this car
 Find a Hotel
 Specify airline Refundable only air fares
Class of Service: Economy class
Search flights by: Price Schedule

Travel Info

Welcome to eTravel

For more information regarding eTravel please visit [System Offices eTravel Webpage](#)
To see a list of countries currently under a travel warning please visit [United States Department of State Current Travel Warnings](#)
For information on domestic daily meal and lodging rates please visit [GSA](#) Departments may choose to use these rates as the daily maximum allowed
[Training Portal](#)
[TAMU, TAMUG, and TAMUS Travel Policy](#)
[Agrilife Extension, Agrilife Research, and TVMDL Travel Policy](#)
Shorts Travel may be contacted at 877-225-0239, or more information may be found [here](#).
If you need assistance, please click [here](#) and contact the appropriate office.

Available Card Charges

[View All Charges](#)

Card Name	Card Number	Card Status	Total Unexpensed
No records found.			

All Cards Select Expense Report College Station

Charge	Expense	Transaction Date	Amount
No records found.			

Approval Queue

Requests (0) | Expense Reports (0)

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
No records found.				

2. CREATE THE REQUEST

The screenshot displays the Concur web application interface. At the top left is the Concur logo. Below it is a navigation bar with tabs for 'My Concur', 'Request', 'Travel', 'Expense', 'Profile', and 'App Center'. The 'Request' tab is active, and a dropdown menu is open, listing 'View Requests', 'New Request', 'Approve Requests', and 'Quick Search'. Below the navigation bar, there are several widgets: a 'Weather' widget for DFW showing 'Plenty of sun' with a high of 61°F and a low of 45°F; a 'Trip Search' widget with a dropdown menu for 'Selection of Funding Source'; and a 'Travel Info' section with text about eT and a link to the 'Training Portal'. The interface is framed by a decorative white border on a dark background.

Request

Cancel

Save

Print / Email

Delete Request

Submit Request

Trip Name/Destination:

Trip Purpose & Benefit:

Status: Not Submitted

Request Header

Expenses

Approval Flow

Audit Trail

Trip Name/Destination

Trip Start Date

Trip End Date

Travel Classification

Traveler Type

Student Travel Activity Type

Contracts/Grants

Trip Purpose & Benefit

Personal Travel Included?

Guest Traveler Name (Last Name, First Name)

Notes

Foreign Risk?

Foreign Country 1

Foreign Country 2

Foreign Country 3

Foreign Country 4

System

System Member

Department/SubDepartment

Account

Account Attribute

Department Reference Number

3. FILL IN THE REQUEST HEADER

Request Cancel Save Print / Email Delete Request Submit Request

Trip Name/Destination:
Trip Purpose & Benefit: Status: Not Submitted

Request Header | Expenses | Approval Flow | Audit Trail

Trip Name/Destination Conference Name (City, State)	Trip Start Date 03/18/2014	Trip End Date 03/19/2014	Travel Classification Employee-In State
Traveler Type Student-Graduate	Student Travel Activity Type Conference	Contracts/Grants No	Trip Purpose & Benefit This is all information from question 1 on the migrant application. Please be detailed and do not use acronyms.
Personal Travel Included? No	Guest Traveler Name (Last Name, First Name)	Notes	
Foreign Risk? Country(s) not under a warning	Foreign Country 1 FINLAND-FI	Foreign Country 2 ANDORRA-AD	Foreign Country 3 JAPAN-JP
Foreign Country 4			
System FAMIS	System Member (02) TEXAS A&M UNIVERSITY	Department/SubDepartment RPTS	Account
Account Attribute	Department Reference Number		

Name the trip after what you will be traveling for (thesis research, conference name, etc.) and include the major destination

Always choose employee. You can choose from 3 different options: In State, Out of State and Foreign.

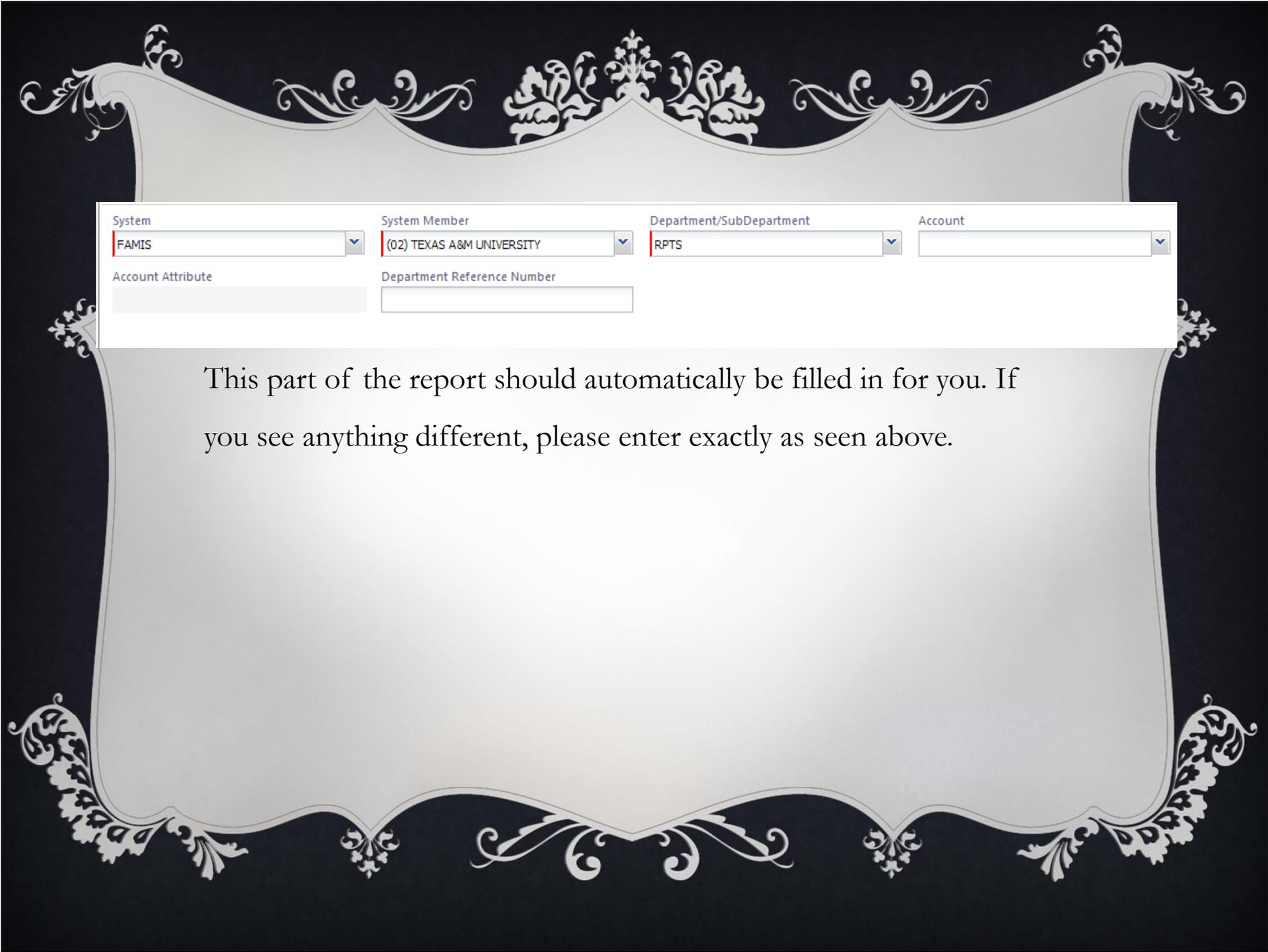
Trip Name/Destination Conference Name (City, State)	Trip Start Date 03/18/2014	Trip End Date 03/19/2014	Travel Classification Employee-In State
Traveler Type Student-Graduate	Student Travel Activity Type Conference	Contracts/Grants No	Trip Purpose & Benefit This is all information from question 1 on the migrant application. Please be detailed and do not use acronyms.
Personal Travel Included? No	Guest Traveler Name (Last Name, First Name)	Notes	

Activity type choices: conference, field trip, internship, research, study abroad or volunteer. Choose whichever is the most applicable.

THIS IS FOR FOREIGN TRAVEL ONLY

Input up to four countries you will be visiting and indicate if any of them are under a warning. This can be found at travel.state.gov

Foreign Risk ?	Foreign Country 1	Foreign Country 2	Foreign Country 3
Country(s) not under a warning	FINLAND-FI	ANDORRA-AD	JAPAN-JP
Foreign Country 4			



The image shows a screenshot of a report header form. The form is white with a thin border and is set against a dark background with a decorative, ornate white border. The form contains several fields:

System	System Member	Department/SubDepartment	Account
FAMIS	(02) TEXAS A&M UNIVERSITY	RPTS	
Account Attribute	Department Reference Number		

This part of the report should automatically be filled in for you. If you see anything different, please enter exactly as seen above.

4. ENTER BUDGETED EXPENSES

Request Header  Expenses Approval Flow Audit Trail

New Expense Delete <<

Date	Expense	Amount	Requested
------	---------	--------	-----------

Select an expense from the list on the right. It is very important that you do not skip entering in your budget.

Expense:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Communications	Other	Transportation
Phone	Conference Registration	Airfare
Individual Meals	Dues	Airfare Ticket Tax
Business Meal	Educ Books < \$5k	Airline Fees
Business Meal-Alcohol	Gifts	Airline Ticket Change Fee
Meals	Incidentals	Boat
Meals-Non-Overnight	Internet	Bus/Shuttle
Lodging	Laundry	Car Rental
Hotel	Rental of Space	Gasoline
Hotel Tax	Services-Other than Travel	Limousine
Rent-Apartment/House	Supplies	Mileage Single Engine Aircraft
	Travel Agent Fees	Mileage Turbo Aircraft
		Mileage Twin Engine Aircraft
		Parking
		Subway
		Taxi
		Tolls
		Train

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Expense Type
Meals

Transaction Date
03/18/2014

Description
|

Transaction Amount
0.00 USD

Comment

FAMIS REF-A

FAMIS REF-B

Save Allocate Cancel

The date will autofill; it is not important what you select.

Enter the budgeted amount from your minigrant application (question 2)

Click save when you have entered the amount.

DO THIS FOR EACH EXPENSE UNTIL THE BUDGET IS COMPLETE

acronyms.

Request Header  Expenses Approval Flow Audit Trail

New Expense Delete <<

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	03/18/2014	Meals	\$50.00	\$50.00
<input type="checkbox"/>	03/18/2014	Conference Registration	\$180.00	\$180.00
<input type="checkbox"/>	03/18/2014	Airfare	\$360.00	\$360.00
<input type="checkbox"/>	03/18/2014	Hotel	\$200.00	\$200.00

TOTAL AMOUNT \$790.00 TOTAL REQUESTED \$790.00

5. PRINT THE REQUEST

The screenshot shows a web application interface for a travel request system. At the top right, there are several buttons: 'Attachments', 'Print / Email', 'Delete Request', and 'Submit Request'. A blue arrow points to the 'Print / Email' button, which has a dropdown menu open. The dropdown menu contains two options: 'Travel Request Report' and 'Travel Request Allocation Report'. Below the buttons, there is a 'Request Header' section with a warning icon and a 'New Expense' section with a 'Delete' button. The 'Expenses' section contains a table with columns for Date, Expense, Amount, and Requested. The table lists four expenses: Meals (\$50.00), Conference Registration (\$180.00), Airfare (\$360.00), and Hotel (\$200.00). To the right of the table is an 'Expense:' input field and a note: 'To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.' Below this note is a grid of expense categories: Communications (Phone), Other (Conference Registration), and Transportation (Airfare, Airfare Ticket Tax).

Request 3GUW

Name/Destination: Conference Name (City, State)

Purpose & Benefit: This is all information from question 1 of the minigrant application. Please be detailed and do not useonyms.

Request Header Expenses Approval Flow Audit Trail

New Expense Delete

Date	Expense	Amount	Requested
03/18/2014	Meals	\$50.00	\$50.00
03/18/2014	Conference Registration	\$180.00	\$180.00
03/18/2014	Airfare	\$360.00	\$360.00
03/18/2014	Hotel	\$200.00	\$200.00

Expense:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Communications	Other	Transportation
Phone	Conference Registration	Airfare
		Airfare Ticket Tax

Not Submitted
Amount: \$790.00

A new window will open and you will be able to select “print” in the top right hand corner of the screen. You may also save the request for later as a pdf or email it directly from the system.

6. SUBMIT THE REQUEST

Request 3GUW

Trip Name/Destination: Conference Name (City, State)

Trip Purpose & Benefit: This is all information from question 1 on the minigrant application. Please be detailed and do not use acronyms.

Attachments ▾

Print / Email ▾

Delete Request

Submit Request

Status: Not Submitted
Amount: \$790.00

Request Header ⚠

Expenses

Approval Flow

Audit Trail

New Expense

Delete

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	03/18/2014	Meals	\$50.00	\$50.00
<input type="checkbox"/>	03/18/2014	Conference Registration	\$180.00	\$180.00
<input type="checkbox"/>	03/18/2014	Airfare	\$360.00	\$360.00
<input type="checkbox"/>	03/18/2014	Hotel	\$200.00	\$200.00

Expense:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Communications

Phone

Individual Meals

Business Meal

Business Meal-Alcohol

Meals

Meals-Non-Overnight

Lodging

Hotel

Hotel Tax

Rent-Apartment/House

Other

Conference Registration

Dues

Educ Books < \$5k

Gifts

Incidentals

Internet

Laundry

Rental of Space

Services-Other than Travel

Supplies

Travel Agent Fees

Transportation

Airfare

Airfare Ticket Tax

Airline Fees

Airline Ticket Change Fee

Boat

Bus/Shuttle

Car Rental

Gasoline

Limousine

Mileage Single Engine Aircraft

Mileage Turbo Aircraft

Mileage Twin Engine Aircraft

Parking

Subway

Taxi

Tolls

Train



YOU'RE FINISHED! ☺

*If you had any problems with this along the way please contact the Business Office and we
would be happy to help you out.*