

GSAC TRAVEL AND REIMBURSEMENT CONTRACT

The following document serves as an outline and a contract agreement for all graduate students and Graduate Student Advisory Committee (GSAC) members interested in participating in lobbying efforts (e.g. Legislative Action Days), conferences (e.g. National Association of Graduate and Professional Students Annual Conference), or any other GSAC sponsored opportunity requiring travel and/or accommodations.

Criteria for participation:

- Must be an enrolled graduate student
- Must be in good academic standing
- *Preference is given to active Graduate Student Advisory Committee (GSAC) members.*

Guidelines for participation/reimbursement:

- Review provided guidelines for travel reimbursement and sign contract agreement acknowledging that you understand participant expectations
- Provide GSAC chairperson with full name, local phone contact, email address, and postal address
- Attend one 45 – minute preparation meeting with the GSAC chairperson within 14 business days following confirmation of participation
- Within 14 business days following your participation you must provide:
 - (1) invoice confirming hotel stay
 - (2) receipts from transportation (taxi, bus, train)
**Car rentals will not be reimbursed unless it is the primary means of travel*
 - (3) itemized receipts for all meals (maximum per diem: \$8.00 breakfast, \$12.00 lunch, \$25.00 dinner).
** Maximum per diem rate includes tax and tip. Snacks and beverages in between meals will not be reimbursed*
 - (4) receipt for luggage check (maximum reimbursement: one checked bag to and from destination.
 - (5) receipt for conference, Legislative Action Day, etc. registration

** Reimbursement of pre-determined travel expenses (e.g. airfare, transportation, lodging, meals, etc.) will adhere to the standard university policy.

Airfare: <http://www.wmich.edu/travel/air/index.html>

Lodging: <http://www.wmich.edu/travel/lodging.html>

Meals: <http://www.wmich.edu/travel/meals.html>

Car Travel/Transportation (as needed): <http://www.wmich.edu/travel/ground/index.html>

By signing this contractual agreement you are committing to represent the GSAC, graduate student body, and Western Michigan University during the agreed upon event or opportunity. ** If you are not able to abide by the stated contract and/or attend the proposed event due to an emergency, you must notify the GSAC chairperson as soon as possible upon your awareness of the emergency.

I, _____ agree to abide by the stated contractual agreement.

Signature: _____

Date: _____

Event: _____