



The Graduate School is pleased to offer Diversity Travel Recruitments (DTRs) to assist with the cost of bringing potential students to the UNC-Chapel Hill campus for recruiting purposes. These awards are aimed to assist with increasing student diversity in master's and doctoral degree programs and may be used to help defray travel and lodging expenses; food expenses are not covered by these funds. The current funding level for each diversity travel award is \$500/student.

The forms can be found here: graddiversity.web.unc.edu/diversity-travel/

Pre-Authorization Form and Eligibility:

- Please submit (hardcopy) one pre-authorization form for each student request.
- DTR funds are reserved for groups that are considered under-represented within the various graduate programs. In order to be eligible to receive funding, individuals must qualify as being in at least one of the three underrepresented categories:
 - i. Underrepresented Ethnic Groups. The following groups are considered underrepresented in graduate education: African American/Black, Asian/Pacific Islander/Desi American, Hispanic/Latinx and American Indian/Native American.
 - ii. Women in Science (WIS). This group includes women studying in the areas of Science, Technology, Engineering, and Mathematics (STEM), and the Social, Behavioral, and Economic (SBE) sciences.
 - iii. Other (Explanation required on form). This category is reserved for any discipline specific underrepresentation that can be justified regardless of ethnicity/race or WIS status. Programs will be expected to provide a justification statement explaining why an individual should be considered underrepresented in the respective field of study (e.g. men in health sciences) for which the DTR request is being made.

Reimbursement: Before a request can be processed and funds released, the following items *must be completed and submitted* to The Graduate School

- DTR Final Expense Form
 - i. All travel reimbursement paperwork must be submitted as soon as possible following the travel. As per University policy, paperwork submitted more than two (2) weeks after the completed travel will require a justification letter from the academic program for the delay.
 - ii. Signatures must be provided on all necessary forms where indicated. Omission of signatures will delay the processing of a request.
 - iii. Consider providing the DTR final expense form to the visiting student in advance of the travel.



- Receipts
 - i. Only original receipts will be accepted for reimbursement.
 - ii. Please submit each receipt taped onto a clean piece of paper.
 - iii. Receipts must include traveler information (name), vendor, and confirmation of payment (i.e. credit card charge, PayPal confirmation, bank statement, etc.).
 - iv. Submit only the receipts necessary for the payment request. We do not need all receipts associated with the student visit; only those being covered by the DTR (i.e., do not submit food receipts).
 - v. **Acceptable expenses** include transportation (air, bus, taxi, train, automobile, etc.) and lodging.
 - Automobile transportation must include mileage documentation from an official site such as Google Maps, etc. Mileage totals must be visible on the submitted documentation.
 - Justification letters are required for multiple legs of a trip involving personal or rented automobiles.
 - Lodging facilities must provide a receipt which includes dates along with the room rate and taxes paid by the traveler.
- W-9 Taxpayer Identification Number and Certification
 - i. The W-9 form is **required** for tax reporting purposes and must include the student name, current or permanent mailing address, social security number and signature. The address provided on the W-9 form will be where the reimbursement check is sent.
 - ii. Consider providing the W-9 form to the visiting student in advance of the travel.
 - iii. The W-9 form is available here: www.irs.gov/pub/irs-pdf/fw9.pdf

Submission of Final Paperwork:

- Final paperwork includes the *Final Travel Expenses Form*, appropriate receipts, and the W-9.
- All paperwork should be submitted in hardcopy format to The Graduate School.
- Please indicate DTR in the lower left corner of the envelope.
- Campus mail or US post can be used for submission of paperwork; for security purposes do not submit paperwork electronically.

Final Payment:

- Once all paperwork is submitted for reimbursement, The Graduate School will scan and submit it to the UNC-Chapel Hill accounting office for processing. A check to be issued and mailed directly to the traveler.



*This form is required in order to receive Diversity Travel Recruitment funding. The form must be submitted **in advance** of the applicant's trip, and approval confirmed in order to receive funding. It is recommended that once you know an applicant will be visiting campus that you submit this form immediately.*

Name of Requesting Department/Program: _____

Proposed Date of Visit: _____ Amount Requested (\$500 max.) _____

Date offered Admission to UNC-Chapel Hill: _____ ☐ Not admitted at this time

Applicant Information (All information is required for approval):

Name: _____ PID#: _____

Email: _____ Phone: _____

Current Home Address: _____

Underrepresented Group:

☐ Women in Science ☐ African American/Black ☐ Asian/Pacific Islander/Desi American

☐ American Indian/Native American ☐ Hispanic American ☐ Latinx ☐ Other*

*Explanation of Other: _____

Departmental Funding:

☐ Has been offered funding ☐ Will be offered at a later date ☐ Will not be offered funding ☐ Undecided

Nominated for Graduate School Fellowship? ☐ Yes ☐ No

Is the program/department also providing travel support? If yes, please indicate amount: \$ _____

Department Approval: _____
(Director of Graduate Admissions, Director of Graduate Studies, or Student Services Manager)

Email: _____ Date: _____



Travel Expense Worksheet

TRAVEL INFORMATION (anticipated):

Arrival date/time: _____

Departure date/time: _____

From (city and state): _____

to: Chapel Hill, NC

Transportation

Ticket Cost: Airplane: \$_____ Train: \$_____ Bus: \$_____

Mileage Cost: Estimated Miles: _____

Personal Car (@ current NC State reimbursement rate per mile): \$_____

Rental Car (@ current NC State reimbursement rate per mile): \$_____

Lodging:

Hotel: \$_____

Total Travel Cost: \$_____ Not to exceed \$500.00

Please review and confirm that the DTR Pre-Authorization form is complete.

Pre-Authorization Form completed and signed? ☐ Yes ☐ No

PLEASE KEEP A COPY FOR YOUR RECORDS

Return completed Pre-Authorization form to:

Leslie Lerea;

CB# 4010,

The Graduate School, Bynum Hall

FOR OFFICE USE ONLY

Application incomplete: ☐ Application complete: ☐ Comments: _____

Approved: ☐ Total Amount: \$_____ Date: _____



Name of Requesting Department/Program: _____

Please be sure to provide ALL of the information requested including signatures. Forms that do not provide all requested information will not be processed.

PLEASE NOTE: Original receipts must include confirmation of completed transaction (e.g. credit card charge, PayPal confirmation, other form of payment)

TRAVELER INFORMATION (All information is required):

Name: _____ PID#: _____

Email: _____ Phone: _____

Current Home Address: _____

Address is current until: _____

TRAVEL INFORMATION:

Arrival time: _____ Departure time: _____

From (city and state): _____ to: Chapel Hill, NC

Cost of Transportation

Ticket Cost: Airplane: \$_____ Train: \$_____ Bus: \$_____

Mileage Cost: Miles: _____

If driving, traveler must submit an itinerary indicating roundtrip mileage with point of origin and destination information for ALL mileage being requested for reimbursement.

Personal Car @ (current NC State reimbursement rate per mile): \$_____

Rental Car @ (current NC State reimbursement rate per mile): \$_____

Cost of Lodging:

Hotel: \$_____

Total Travel Cost: \$_____ (Not to exceed \$500.00)

Traveler Signature: _____ Date: _____

Department Approval: _____ Date: _____

(Director of Graduate Admissions, Director of Graduate Studies, or Student Services Manager)