



Office of

**Research & Economic Development**

## TRAVEL GRANT REIMBURSEMENT

### Program Description

The Faculty Travel Grant program provides matching funds for research related travel. The following guidelines should be used once the travel has been completed to apply grant funds towards the applicable travel expenses.

### Reimbursement Procedures

Faculty should submit an Expense Report through Workday with relevant receipts for transportation, hotel and other reimbursable expenses. They can charge up to the award amount on the program work tag provided in the award email.

Expense Reports must be submitted within 30 days of the travel being completed, but no later than June 30 of the grant's fiscal year.

Please refer to the State of Louisiana travel guidelines for additional policies and procedures regarding research travel.

For further questions, please contact Jason Pasqua ([jpasqua@lsu.edu](mailto:jpasqua@lsu.edu)) or the Office of Research & Economic Development ([research@lsu.edu](mailto:research@lsu.edu)) 578-5585.