

HASTS Student Travel Support

HASTS students who are presenting papers at professional conferences or who are engaged in research may request up to \$400 from HASTS for travel expenses each academic year (**June 1-May 31**).

How to use your allocation in two easy steps!

- 1) **Request use of funds from the Director of Graduate Studies before going on the trip.**

Fill out this online form: <https://tinyurl.com/hasts-travel> .

The email confirmation is sent to your address (the one you provide in the form), the DGS, Stephanie Brandão Carvalho, and Karen Gardner.

- 2) After you receive approval from the DGS, **submit your receipts to Stephanie Brandão Carvalho within 30 days of the end of the trip**, and no later than June 10. Please note:

- Receipts may be emailed to Stephanie at sbrandao@mit.edu
- Provide original receipts of any tickets purchased, conference fees paid, and other expenses incurred during the trip. Paper and electronic receipts are equally valid.
- **Air travel:** Receipt(s) must show the points of departure and arrival, the last 4 digits of the credit card that paid for the airfare, and the class of travel (economy). Submit the boarding pass(es) with the receipt(s), either paper or electronic.
- **Meal receipts** must always be itemized, regardless of amount.

Other things to note:

- Travel must be complete by May 31 for it to count towards that year's allotment (for example, by May 31, 2021 for the 2020-2021 cycle).
- Receipts must be submitted **by June 10** in order to be counted toward that year's allotment (for example, by June 10, 2019 for travel between June 1, 2018-May 31, 2019). **Balances are not carried forward.**
- Students are advised to check with STS Headquarters staff before planning HASTS related travel. This is especially important for students who may be traveling in conjunction with a sponsored project that may have strict guidelines about allowable and reimbursable costs.
- Students who use their \$400 HASTS allotment but have additional travel expenses can also apply for funding from the Kelly-Douglas Fund, the Graduate Student Council's Travel Fund Grant Program, or other sources at the Institute, some of which are on the HASTS website (<http://web.mit.edu/hasts/graduate/resources.html>) under "Travel Funding." Students are also encouraged to ask their advisor for assistance in searching for funding. *Students who intend to use a KDF travel award and the HASTS travel support funds for the same trip should let Carolyn know; she can process the reimbursement for both together.*