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](https://tinyurl.com/hasts-travel).  
   The email confirmation is sent to your address (the one you provide in the form), the DGS, Carolyn Carlson, and Karen Gardner.

2) After you receive approval from the DGS, submit your receipts to Carolyn Carlson within 30 days of the end of the trip, and no later than June 10. Please note:
   • Receipts may be emailed to Carolyn at carlsonc@mit.edu or dropped off in person, E51-163.
   • 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, 2019 for the 2018-2019 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](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.**