

Protocol 1002 Personal Travel Allowance

Protocol Number: 1002

Effective Date: 6/1/16

Revised Date: 5/4/18

Protocol

Predoctoral researchers in good standing are each eligible for a \$1500 allowance each calendar year for five years (starting January 1 of the first academic year, ending December 31 of the sixth academic year), and a \$750 allowance from January 1 – June 30 of the sixth academic year. The allowance may be used on multiple trips home per year until the full \$1500 is used. If the trip home exceeds the \$1500 allowance, the predoctoral researcher is responsible for paying the additional amount. Any unused allowance amount of \$1500 or less can be carried over to the next calendar year; the total allowance for any calendar year cannot exceed \$3000. Any allowance balance remaining on June 30 of the sixth academic year is forfeited.

The purpose of the travel allowance is to help defray the cost of travel to a predoctoral researcher's home outside of the Kansas City area. This allowance is only for the predoctoral researcher's personal travel, but not for family members'. Examples of typical expenses include (but are not limited to):

- Airfare and/or personal auto mileage between Kansas City and home outside the Kansas City area
- Rental car
- Ground transportation to and from an airport
- Hotel or similar lodging for an eligible trip

Once expenses have been incurred and paid for, predoctoral researchers submit these expenses to The Graduate School office for approval within 14 days of incurring the expense. Expenses must be itemized with original receipts or other supporting documentation indicating the nature of the expense and proof of payment. Requests are processed within a reasonable period via payroll.

OR

The Graduate School office can work with predoctoral researchers to select flights and arrange air travel. Eligible costs will be directly applied to the travel allowance. Predoctoral researchers are responsible for providing a credit card or reimbursing GSSIMR for costs that exceed the amount of the allowance.

The travel allowance is taxable. Quarterly, Accounting notifies predoctoral researchers of their tax liability if they have incurred travel allowance expenses for the previous quarter. Affected predoctoral researchers then complete a form and select the number of paychecks from which the associated taxes will be withheld. These amounts are reported on the predoctoral researcher's payslip and to the Internal Revenue Service, along with a predoctoral researcher's other taxable wages.