The JMCB Research-Travel Support (JMCB-RTS) Program supports graduate student conference travel. JMCB is a departmental resource whose funds are generated by revenues from the Journal of Money, Credit and Banking and by the Department of Economics.

**ELIGIBILITY:** Any economics graduate student whose paper is accepted for presentation by a bona fide and significant academic/professional conference\(^1\). Poster sessions are not considered bona-fide presentation.

**ACCEPTABLE JUSTIFICATIONS:** Travel support must be justified according to the following criteria:

1. The conference paper presentation is complementary to your publication effort for the paper.
2. The conference paper presentation will be instrumental in enhancing your job market prospects.
3. The conference paper presentation will be a significant enhancement to the professional visibility of the OSU Department of Economics.

**EXPENSES COVERAGE:** Only receipted transportation (ground/parking/air or mileage) and lodging expenses\(^2\) are covered. Not Covered: per diem incidentals & meals, conference registration fees, paper submission fees, postage, copying, shipping, phone/fax, internet access fees.

**SCOPE OF COVERAGE**

- A student is eligible for a total reimbursement of $500 per 12-month academic year (Autumn, Winter, Spring, Summer).
- Each travel coverage, domestic or foreign $\leq \text{Min } \{500, 65\% \text{ of transportation} + \text{lodging}\}$
- DGS has the discretion to recommend to the department additional support, up to $200 per trip, for prestigious international conference presentation\(^3\).
- No JMCB-RTS travel support award may be banked.
- JMCB-RTS will consider matching support for travel grants obtained from non Departmental sources.

You may also apply for JMCB-RTS if you are a significant discussant: any coverage for a discussant will be less than, and its coverage priority lower, than that for a paper presenter.

### JMCB RTS APPLICATION GUIDELINES

Obtain your advisor/mentor endorsement statement that should accompany your application form. See the next page for the check list of application material.

You must submit your request for JMCB-RTS at least two week prior to your departure date. Submit your application directly to Richard Corley @ Office of Graduate Studies.

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\(^1\) In case of a co-authored paper, the student must be the sole presenter at a bona fide session.

\(^2\) Our standard policy is two-night stay per presentation-day for a domestic conference travel. For example, you can arrive one day ahead of your presentation day, and leave one day after the presentation day. For a foreign conference travel, our standard policy is three-night stay per presentation-day.

\(^3\) For the current academic year, the only approved prestigious international conference is an Econometric Society meeting.
CHECK LIST FOR JMCB RESEARCH-TRAVEL SUPPORT

Pre-Travel Requirements

_____ Copy of conference invitation email or letter for a session presentation.

_____ Copy of conference schedule with your presentation session highlighted.

_____ Copy of flight itinerary with proof of payment method and cost of ticket.

_____ Copy of rental car agreement with method of payment and expected cost. (Please use University designated car rental companies. If you use another rental company, you must provide a letter explaining the reason(s) for using non-university approved companies upon your return. For University approved car rental companies, please refer to the following website <http://www.busops.ohio-state.edu/travel/auto.htm>.

_____ Copy of mileage estimation for trips using personal vehicle. Use AAA site, Mapquest.com etc.

_____ Copy of hotel reservation.

_____ Estimated foreign exchange rates for expenses not claimed in US Dollars.

Post-Travel Requirements

_____ **Itinerary:** Must include proof of payment. (This means either that the itinerary must shows the last four digits of credit card number, i.e. XXXX-9959. Or, the itinerary has the name of credit card by total line. If you can not provide either of these, a copy of card statement showing proof of flight purchase may be submitted.)

_____ **Taxi:** Receipt required for fare over $25. If you cannot produce a taxi fare receipt, the maximum reimbursed amount is $25.00

_____ **Rental Cars:** Rental company receipt. If you used a non-university designated company, a letter of explanation must be attached to the receipt.

_____ **Hotel Receipt:** Must submit the itemized receipt issued by the hotel.

_____ **Receipts for any expense you wish to claim for lodging or travel such as parking.**

_____ Actual foreign exchange rate for expenses not claimed in US Dollars.

_____ Conference Report of attendance. See attached report form.
JMCB-RTS TRAVEL SUPPORT APPLICATION FORM

NAME: ____________________________ SIGNATURE ____________________________ DATE

E-mail: ____________________________ GTA Rank: ____________________________ Grad Year Standing: ____________________________

Student ID or Employee ID: ____________________________

CONFERENCE NAME: ____________________________
CONFERENCE ORGANIZER: ____________________________
Conference Location (City/State/County): ____________________________
Conference Dates (mm/dd/yy): ____________________________

TRAVEL DATES: Departure Date __________ Return Date __________

ESTIMATED TRAVEL BUDGET
Transportation $______ = Air $______ /Ground $______ /Parking $______
Auto Mileage Charge $______ = $0.504 /mile × (______) miles
Lodging (Non Per Diem) $______ = $ _____/night × (______) nights

TOTAL TRAVEL BUDGET ESTIMATED $______:

JUSTIFICATION (Attach your conference letters and session schedules)
• Session Name: ____________________________
• Paper Title: ____________________________
• Name of Author(s): ____________________________

ADVISOR’S/MENTOR’S ENDORSEMENT STATEMENT (See the Justification Guideline)
MENTOR/ADVISOR NAME: ____________________________ SIGNATURE ____________________________ DATE

ATTACHMENTS Conference paper acceptance letter and Conference announcement cover letter
Total Cost submitted: $______
Estimated Reimbursement: $______

DGS RECOMMENDATION: ____________________________ DATE
CHAIRPERSON APPROVAL ____________________________ DATE

4 Mileage reimbursement is subject to change based on OSU Travel Office policy. (Refer to http://busops.osu.edu/travel_perdiem.php)
CONFERENCE REPORT TO JMCB-RTS PROGRAM
(Please submit upon conference return and with your reimbursement receipts.)

Conference Name: ____________________________________________________________

Date(s) of attendance: _________________________________________________________
Location: _____________________________________________________________________

Session Name and Session Chair (Name, Rank, Affiliation): __________________________
____________________________________________________________________________
____________________________________________________________________________

Session Paper You Presented: Title and Author Name(s): ____________________________
____________________________________________________________________________
____________________________________________________________________________

Who presented the session paper? ________________________________________________

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Approximate Length of Presentation: _____________________________________________
Approximate Number of Participants and Composition: _______________________________

Your Name (Printed): ___________________________________________________________

Your Signature: __________________________________________________________________
Date: _________________________________________________________________________