

GK-12 MAVS TRAVEL POLICY

When requesting GK12 travel funds the following guidelines *must be met*:

1. Prior approval by Dr. Cordero is required for all GK12 Fellow and Mentor Teacher travel to be considered for support.
2. A talk or poster presentation is required for GK-12 Fellow travel support to be considered
3. A conference or meeting must be related to the GK-12 Project for a Mentor Teacher travel support to be considered
4. Deadlines must be met in all areas; i.e. submission of abstracts, conference registration, GK-12 MAVS deadlines communicated via emails, etc.
5. In circumstances where multiple GK-12 personnel are traveling together every opportunity to share rides, rooms, etc. should be explored to reduce costs.
6. If request for travel funds is approved by Dr. Cordero, please verify your reimbursement limit. Funds granted to you might not cover all of your incurred expenses.
7. If your hotel is in the state of Texas, present a Hotel Tax Exemption Certificate to their front desk personnel at the time of check-in. See Cecelia for certificate. UTA will not reimburse Texas state sales tax.
8. Original hotel receipts listed in name of traveler must be presented for reimbursement. If you share a room, you must request the hotel to split the charges and produce a receipt for each person sharing that room.
9. Airfare **must** be booked through Cecelia via Corporate Travel Planners. **No airfare purchased directly by traveler will be reimbursed according to UT Arlington travel rules.**
10. If you attend a conference using GK-12 funds, it is mandatory that you complete a "Conference Evaluation" form which shows the sessions attended along with a short evaluation of each session. This evaluation form should be submitted along with your receipts for reimbursement.