



**INDIANA UNIVERSITY**  
THE UNIVERSITY GRADUATE SCHOOL

## **Recruitment Visit Support Guidelines**

Once again this year, The University Graduate School will provide funds to support visits to Bloomington for truly outstanding recruits who are offered multi-year funding commitments with a specific written guarantee of a stipend for at least three years, including one year of full fellowship support without Student Academic Assistantship (SAA) duties of any kind. The funds for these recruitment visits will be distributed with a priority given to those offered one of the named recruitment fellowships below, on a first-come first-served basis, and until the money is expended. The University Graduate School will support campus visits for students being offered the following recruitment fellowships:

- Adam W. Herbert Ph.D. Fellowship
- Graduate Scholars Fellowship
- McNair Graduate Fellowship
- President's Diversity Fellowship
- GAANN Fellowship
- Max Kade Fellowship
- Other Multi-Year Fellowships (as described below)

### Eligibility

- Students receiving one of the fellowships named above OR to whom you are making an explicit, guaranteed, multi-year offer (for at least three years) which includes a full fellowship (no SAA) for at least one of the years.
- We will not cover reimbursements for departments who are recruiting a student as an SAA only; the offers must include at least one year of a full fellowship.

### Submission

- This form should be submitted to The University Graduate School *before* the recruitment trip is set up (if possible) and must be accompanied by a copy of the fellowship offer letter.
- Requests should be submitted by **Monday, April 3, 2023.**
- Requests may be emailed to the Graduate Fellowships & Awards Coordinator at [ugsawrd@indiana.edu](mailto:ugsawrd@indiana.edu).
- The department will be notified via email regarding the approval/denial of this request. The decision will be communicated via email to the people listed on the request form.
- After the recruiting trip, submit copies of all receipts for approved expenses to The University Graduate School by Friday, April 28, 2023. Failure to submit receipts by this
- date may result in the refusal of The University Graduate School's reimbursement of that visit.

### Other Guidelines

- Support for campus visits for graduate fellowship candidates who have not yet been made offers, but are considered finalists may be requested. However, The University Graduate School will ONLY reimburse academic schools and departments for the visits of those to whom recruitment fellowship offers were eventually made.
- All pertinent receipts must be returned to The University Graduate School in order for funds to be transferred to the department *after* the visit. The department is responsible for handling the distribution of funds to the student.



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**Reimbursement Limits**

*Travel*

- The University Graduate School will not be responsible for any approved reimbursement if a student doesn't end up visiting campus.
- Mileage reimbursement is limited to (per IU guidelines):
  - \$0.655 per mile (Effective January 1, 2023) for the first 500 miles
  - \$0.3275 per mile for 501 miles or more
  - Nothing for miles in excess of 3000 (reimbursement is capped at 3000 miles)
- Reimbursement for mileage costs is limited to the cost of a comparable 30-day advance purchase round trip economy class airfare ticket if the airfare is more economical than reimbursing mileage.
- For students within 250 miles (one-way), a **maximum of \$200** will be paid (at the IU rate shown above, if the student is driving, otherwise the amount of the plane, train, or bus ticket, up to \$200).
- For students living between 250-500 miles (one-way) from Bloomington, a **maximum of \$350** will be paid (at the IU rate per shown above, if the student is driving, otherwise the amount of the plane, train, or bus ticket, up to \$350).
- For students living over 500 miles (one way) from Bloomington, a **maximum of \$500** will be paid (at the IU rate shown above, if the student is driving, otherwise the amount of the plane, train, or bus ticket, up to \$500).

*Shuttle*

- The University Graduate School **is unable to pay for rental cars or limousines** to and from the Indianapolis Airport, but will pay the round-trip price of the Bloomington Airport Shuttle. Note, however, **the cost of the shuttle will count as part of the total allowed for each student for travel** and no more than the \$200, \$350, or \$500, as appropriate, will be reimbursed.

*Lodging*

- Two nights in Bloomington, with a **maximum of \$102 per night**.

*Per Diem*

- **Maximum of \$64 per day** for two days for food. The money will be allocated based on the dates/times of the student's visit. Half-days will be allotted \$32.

***Maximum Reimbursement is \$832***



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Recruitment Visit Support Request

Submit to: Graduate Fellowships & Awards Coordinator (ugsawrd@indiana.edu), Wells Library E546

Attention Departments: This form must be accompanied by a copy of the fellowship offer letter. Please submit reimbursement request forms to the University Graduate School by no later than Monday, April 3, 2023 so that the reimbursement can be given full consideration.

Director of Graduate Studies: \_\_\_\_\_

Signature of Director of Graduate Studies: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Prospective Student: \_\_\_\_\_

Dates/Times of Visit: \_\_\_\_\_ to \_\_\_\_\_

Arrival Departure

Please mark the type of fellowship being offered:

- Graduate Scholars Fellowship
McNair Graduate Fellowship
GAANN Fellowship
President's Diversity Fellowship
Max Kade Fellowship
Other Multi-Year Fellowship
Adam W. Herbert Ph.D. Fellowship

Amounts Requested

Travel \$ \_\_\_\_\_ Distance from Bloomington (i.e. mileage one way): \_\_\_\_\_

Origin of Travel: \_\_\_\_\_

Bloomington Shuttle Service \$ \_\_\_\_\_

(No more than \$36 for a round-trip or \$18 for a one-way trip can be requested. Amount is counted as part of the travel allotment.)

Lodging \$ \_\_\_\_\_ Student will stay \_\_\_\_\_ nights.

(No more than \$102 per night for up to two nights can be requested.)

Per Diem \$ \_\_\_\_\_

(No more than \$64 per day for up to two days of food can be requested. \$32 should be requested for half-days.)

Grand Total Requested \$ \_\_\_\_\_

Prepared By \_\_\_\_\_

Name/Title Phone Email

Other Dept. Contact \_\_\_\_\_

Name/Title Phone Email

Other Dept. Contact \_\_\_\_\_

Name/Title Phone Email

Department Account Number for funds to be transferred to: \_\_\_\_\_