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INDIANA UNIVERSITY

THE UNIVERSITY GRADUATE SCHOOL

Recruitment Visit Support Guidelines
2017

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 **Friday, April 7, 2017**.
- Requests may be emailed to the Graduate Fellowships & Awards Coordinator at ugsawrd@indiana.edu or sent via campus mail to Wells Library, Room E546.
- 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, 2017**. 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):

- $0.54 per mile (Effective January 1, 2016) for the first 500 miles
- $0.27 per mile for 501-3000 miles
- Nothing for miles in excess of 3000 (reimbursement is capped at 3000 miles)

➢ 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 $56 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 $26.

➢ **Maximum reimbursement is $816.**

![Indiana University - The University Graduate School]

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

Attention Departments: This form <u>must</u> be accompanied by a copy of the fellowship offer letter. Please submit reimbursement request forms to the University Graduate School <u>by no later than</u> **Friday, April 7, 2017** 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 _____
<div style="text-align:center">Arrival   Departure</div>

<div style="text-align:center">

Please mark the type of fellowship being offered:
</div>

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

<u>Amounts Requested</u>

<u>Travel</u> $_____   Distance from Bloomington (i.e. mileage one way): _____

Origin of Travel: _____

<u>Bloomington Shuttle Service</u> $_____
> (*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.*)

<u>Lodging</u> $_____   Student will stay _____nights.
> (*No more than **$102 per night** for up to two nights can be requested.*)

<u>Per Diem</u> $_____
> (*No more than **$56 per day** for up to two days of food can be requested. $26 should be requested for half-days.*)

<u>Grand Total Requested</u> $_____

Prepared By_____
<div style="text-align:center">Name/Title   Phone   Email</div>

Other Dept. Contact_____
<div style="text-align:center">Name/Title   Phone   Email</div>

Other Dept. Contact_____
<div style="text-align:center">Name/Title   Phone   Email</div>

<u>Department Account Number for funds to be transferred to</u>:   _____