



THE POWER OF PARTNERSHIPS

NEW HAMPSHIRE EPSCoR

NH EPSCoR Travel Reimbursement Policy, 2009-2010

NH EPSCoR offers travel awards to academic institutions throughout New Hampshire. These awards will assist students, faculty and staff in attending conferences. Applicants must receive approval from NH EPSCoR before incurring expenses.

For students, an application and guidelines are posted on the NH EPSCoR website. Recommendation from a faculty adviser is necessary.

NH EPSCoR travel awards are contingent on availability of funds.

Funds will be issued only after the travel is complete; there is no provision for advance payment. The academic institution will be responsible for assisting the traveler with travel arrangements and paying for travel expenses.

Upon receipt of an invoice from the academic institution, NH EPSCoR will reimburse the institution. Reimbursable expenses are limited to airfare, bus or train fare, lodging, and per diem for meals according to the institution's established rate. Alcoholic beverages and personal expenses are not reimbursable. For general guidelines, consult the USNH policy [online](#).

The invoice from the institution to NH EPSCoR must be on letterhead and must include:

1. Name of the traveler and affiliation (student, faculty, staff, etc.)
2. Name and location of the conference
3. Dates of the conference
4. Amount of the travel award
5. Copies of all itemized travel expenses and receipts
6. Name and contact information of person submitting the invoice

NH EPSCoR is under no obligation to distribute funds

Invoices may be mailed or sent via electronic mail to:

Laura McCann
Program Assistant
NH EPSCoR
University of New Hampshire
35 Colovos Road, Gregg Hall
Durham, NH 03824
603-862-1804
laura.mccann@unh.edu

If you have any questions, please feel free to contact either Michelle Gregoire at 603-862-0126 or michelle.gregoire@unh.edu or Laura McCann (contact information above).

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