



INDIANA UNIVERSITY
THE UNIVERSITY GRADUATE SCHOOL

Recruitment Visit Support Guidelines

The University Graduate School will support campus visits for students being offered the following recruitment fellowships:

- Adam W. Herbert Fellowship
- Graduate Scholars Fellowships
- McNair Graduate Fellowships
- GAANN Fellowships
- Max Kade Fellowships
- Other Multi-Year Fellowships (as described below)

Once again this year, we 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 fellowship support absent assistantship duties of any kind. The funds for these recruitment visits will be distributed with a priority given to those offered one of the above-named recruitment fellowships, on a first-come first-served basis and until the money is expended.

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 diversity-building fellowship offers were eventually made.

Since the amount of funds available for recruitment visits is limited, you should request funding only for your top candidates, those to whom you are making an explicit, guaranteed, multi-year offer (for at least three years) which includes a full fellowship for at least one of the years.

This form should be submitted to The University Graduate School before the recruitment trip is set up, and must be accompanied by a copy of the fellowship offer letter. The decision to support a visit will be reported to the department via email. It is therefore extremely important to include the email address of the Departmental Contact Individual on the application. **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.

The University Graduate School only has enough money in the recruiting fund to reimburse academic schools and departments for the visits for those students actually made offers. Hence, you will need to pay for the recruiting visits of the students you bring to campus to whom you do not make an offer. However, if later you **do** make any of those students guaranteed multi-year financial aid offers for at least three years which involve fellowship funds for at least one year of support, you may be eligible for reimbursement at a slightly lower amount from the recruiting fund for other fellowship offers. We will not cover reimbursements for departments who are recruiting students as an SAA only; the offers must include at least one year of a full fellowship.



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Reimbursement Limits:

Travel

- The University Graduate School will only reimburse “refundable” plane tickets. Any costs for “non-refundable” plane tickets will be the responsibility of the department.
- Mileage reimbursement is limited to (per IU guidelines):
 - \$0.50 per mile (Effective January 1, 2010) for the first 500 miles
 - \$0.25 per mile for 501-3000 miles
 - Nothing for miles in excess of 3000
- For students within 250 miles, 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 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 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 paid to student.** By booking a stay over Saturday night, and by buying well in advance, plane tickets can be found for the amount being provided by The University Graduate School.

Lodging

- Two nights in Bloomington, with a **maximum of \$97 per night.**

Per Diem

- **Maximum of \$56 per day** for two days for food



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SUPPORT REQUEST FOR A STUDENT RECRUITMENT VISIT

Submit to: Ms. Yvonne Dwigans, Kirkwood Hall 111
ylivings@indiana.edu; 812-855-8852

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 Friday, April 8, 2011 so that the reimbursement can be guaranteed. After the recruiting trip, submit copies of all receipts for approved expenses to The University Graduate School by May 2, 2011. Failure to submit receipts by this date may result in the refusal of The University Graduate School's reimbursement of that visit. The department will be notified via email regarding the approval/denial of this request.

Printed Name of Director of Graduate Studies: _____

Signature of Director of Graduate Studies: _____

Department: _____ Phone: _____

Departmental Address: _____

Name of Prospective Student: _____

Dates of Visit: _____ to _____
Arrival Departure

Please mark the type of fellowship being offered:

Graduate Scholars Fellowship _____ Max Kade Fellowship _____
McNair Graduate Fellowship _____ Other Multi-Year Fellowship _____
GAANN Fellowship _____
Adam W. Herbert Fellowship _____

Amounts Requested

Travel \$ _____ Total Mileage (one way): _____

Bloomington Shuttle Service \$ _____
(The student is eligible to request \$30 for a round-trip or \$15 for a one-way trip.)

Lodging \$ _____ Student will stay _____ nights.
(The student is eligible to request no more than \$97 per night for up to two nights.)

Per Diem \$ _____
(The student is eligible to request \$56 per day for up to two days of food.)

Grand Total Requested \$ _____

Prepared By: _____
Name/Title Phone Email

Department Account Number for funds to be transferred to: _____
Please submit any comments you would like to make concerning this request in a memo attached to this form.