ALLOWABLE EXPENSES
As a recipient of the CLAS Tinker Field Research Grant, you are required to abide by all requirements stipulated by the Center for Latin American Studies and the University. Awards are intended to cover the cost of international and in-country transportation plus a small amount toward local living and research costs. The cost of airfare and ground transportation MUST constitute a minimum of 75% of the award; no more than 25% of the award may be used for allowable field-related expenses. Allowable travel costs include any that contribute to physically moving from one place to another, from the time you leave home until your return, including airfare and other in-country travel such as local bus/taxi transportation, in-country flights, and car rentals. Allowable other field-related expenses may include food, accommodations, research expenses, and visas. The purchase of field equipment (cameras, recorders, etc) is prohibited.

Spending Categories:

<table>
<thead>
<tr>
<th></th>
<th>Travel Expenses</th>
<th>Field-Related Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare, local transportation, in-country flights, car rentals, etc.</td>
<td>must be at least 75% of expenses</td>
<td>Food, accommodations, research expenses, health insurance, visas, etc</td>
</tr>
</tbody>
</table>

Funds not allocated appropriately will be forfeited and returned to CLAS. Awardees must conduct a schedule of full-time research as described in your application proposal for the duration of the award period. Travel must be completed by December 1, 2015, with a minimum suggested duration of three weeks and a maximum duration of twelve weeks.

UNIVERSITY TRAVEL REGISTRY
Before you begin travel, all award recipients are expected to register with the University of Chicago travel registry. The registry allows the University to assist traveling students in times of emergency. Please register at traveler.uchicago.edu.

AWARD DISBURSEMENT PROCEDURES
Your CLAS Tinker Field Research Grant award will be disbursed as a travel advance issued within 30 days prior to your departure. You must submit all expenditure documents within 30 days of your return from the field in order to clear the encumbrance caused by this travel advance.
PLEASE NOTE: If you have commitments for other University funding for summer field research, these will need to be aggregated with the CLAS funding onto a single travel advance. On the second page of this form, please indicate if you have, or anticipate, such funding and the source.

ACTIVITY REPORT
Within 30 days of return from the field, recipients are required to submit a two-to four-page narrative report of field activities in an editable word document format. Reports should be submitted via email attachment, to jagentry@uchicago.edu. Please send the report with the following filename format: Last name_2015CTFRG Narrative

Reports should bear your name, the title of your project and the location of your research in a heading and include sections that describe:

- Your initial goals for the trip
- Activities conducted in the sites visited, such as archives consulted, contacts made, interviews conducted
- How the trip helped you to achieve the goals foreseen at the outset as well as new goals, directions, and refinements to your project that will be pursued based on the experience in the field.

Reports are submitted to the Tinker Foundation for review and therefore must be submitted to CLAS as a completed, professional assessment of your trip. Any reports that do not meet the stated requirements will be sent back to the award recipient for revision.

PHOTOGRAPHS
In addition to the narrative report, award recipients must submit 3-5 quality photos (at least 300 dpi) of their choosing. Photographs may depict research or a research site, or may be captivating photos of the region of travel. CLAS and the Tinker Foundation will retain the right to use these photos (with due credit given) in publications.

Please submit the photographs as individual jpeg files (while you may include them in your narrative report, CLAS will also require individual photograph files) with filenames formatted: Last Name_Country_2015_Photo1(2,3,4,5 etc.)

In a separate word document, please list captions to accompany the photographs.

FINANCIAL REPORT
All expenditures should be recorded in an expense report. The mandatory expenditure report template can be found on the CLAS website at https://clas.uchicago.edu/page/tinker. If you prefer to make currency conversions yourself, please use the Oanda currency converter (http://www.oanda.com/currency/converter/) adjusted for your dates of travel.
All items for which receipts have been collected should be recorded in the expense report. In addition, line items for taxi rides, bus fare, meal allotments, and any other items purchased with award funds should be recorded. Expenditure reports must be submitted as an excel document (.xl or .xls). Please remember to put your name at the top of your expenditure document.

**DOCUMENTING EXPENDITURES: RECEIPTS**

You are required to substantiate the entirety of your CLAS Tinker Field Research Grant award by submitting *original* receipts and an itemized financial report to CLAS within 30 days of return from the field.

- Original receipts should show proof or payment or a $0.00 balance. Receipts are required for all airfare and train fare purchases, for all lodging payments, and for all expenses $65 and over. In the case of electronic ticketing, proof of the expense (typically in email form) **must list the total purchase price of the ticket, AND confirmation of purchase/zero balance due.** Do not submit booking confirmations.

- If an awardee pays for lodging at an individual’s house, an acceptable receipt is a signed note from the individual that states the dates of lodging and the terms of payment.

- Reimbursements for gas mileage are calculated by miles driven, not by the amount of gasoline purchased. If travel is done via a vehicle rented or owned, please keep track of the miles driven (destination to destination) and not of gas purchased.

Any portion of the award not substantiated by original receipts and accounted for in the itemized financial report will be forfeited and returned to CLAS. **You have 30 days from your reported return date to submit documentation demonstrating your expenditures.** It is particularly important to notify CLAS should your return date change while in the field. Travel advances that remain unsubstantiated will prompt the University to report the grant as taxable income to the IRS, will result in a financial penalty to CLAS, and will be considered a violation of CLAS Tinker Field Research Grant policy, which will in turn jeopardize the future of the award program. **For this reason, we insist that you to retain receipts, submit them promptly upon return, and contact CLAS if you are having difficulty in this regard (we can help).**

**PRESENTATIONS**

Recipients also are required to present their findings at an academic and/or community venue within 9 months of their return from the field. The preferred venue for such presentations is the CLAS Brown Bag Colloquium in spring 2016, which CLAS will help you to coordinate. However, presentations at workshops or other relevant venues will be considered. Dissertation proposal defense hearings are not considered to be an appropriate academic/community venue and therefore may not be utilized to fulfill this requirement.

Recipients of the CLAS Tinker Field Research Grant are expected to acknowledge the assistance of the Center for Latin American Studies, and the Tinker Foundation Field Research Grant
program in any publication, film or other public presentation resulting from CLAS-supported research.

**AVAILIBILITY OF ADDITIONAL FUNDING**
Please note that additional funds occasionally become available when other recipients decline awards or under spend. It is to your benefit to document expenses in excess of your award, in the event that such additional funds become available.

**QUESTIONS?**
Please direct inquiries to Jamie Gentry | jagentry@uchicago.edu | 773.702.8420

**REPORTING CHECKLIST**

**BEFORE TRAVEL**
- Enroll in travel registry

**WITHIN 30 DAYS OF TRAVEL RETURN**
- Activity report
- Photographs
- Financial report and receipts

**WITHIN 9 MONTHS OF TRAVEL**
- Presentation