

HOWARD MARTIN AWARDS

Congratulations on receiving a Howard Martin Award! This information is intended to give you an overview of how the Department of Geography generally pays/reimburses for HMAs. Please reach out to Cecil (abatac@uw.edu) if you have questions. Note that the budget items below are not an exhaustive list of what you can use your award for! Important: To be eligible for a reimbursement, you must submit the request/receipt within 90 days of purchase date.

Budget Item	How is this paid	What do you need to send in to Cecil	Other details
Mileage Rate	As a reimbursement after the travel	Provide a Google Map to Cecil with start/end location	This is the current mileage rate
Equipment	Generally as a reimbursement, but, depending on the cost, you can work with Cecil to purchase it directly for you.	The original receipt, when you received it (if it was not delivered to Department), and the non-travel reimbursement request	If equipment is \$5,000 or more, it must be inventoried and tagged by Lisa Sturdivant and is considered UW property.
Transcription Costs	Directly to the individual/company used	Individual/company must send Cecil an invoice that includes invoice number, date, description of duties, total cost, name, address, and email. If they want a sample invoice, Cecil can send one.	If we are paying the individual more than one-time, they have to register as a UW supplier ahead of time, which can take several weeks.
Honorariums	Directly to the individual	Send a completed Honorarium Speaker Form and the invitation you emailed to the speaker to Cecil. UW's Admin Support Team will then reach out to the speaker directly for other required information (e.g. SSN)	This assumes that we will pay the person one time.
Research Participants	There are a few options – visa gift card, gift card to a store of their choosing, check, or Zelle payment.	Completed Research Participant Log (you fill in Payment Reference # column <i>after</i> Cecil processes) and a completed Request to Pay Research Subjects form .	There are a few ways we can pay Research Participants . Let Cecil know what method you want to use. Note that we do need personal details of research participants.
Food	As a reimbursement	The original receipt, the number of people it was for, and the non-travel reimbursement request	No alcohol purchases.
Flights	This can be purchased upfront for you on the Departmental CTA	Complete Pre-Travel Approval form and send to Cecil <i>before</i> you travel.	Avoid package deals even if they are cheaper.

	card OR as a reimbursement after the flight has been completed.	If you are seeking a reimbursement, please submit receipt to Cecil.	If you intend to have personal time before/after in your travel location, we have to get a comparable flight quote for what it would be without the personal time. This should ideally happen <i>before</i> you travel as getting comparable quotes after the fact is challenging. If the flight with personal time is more expensive than the comparable quote, we are only able to pay up to the price listed in the comparable quote. If this were for a federal grant, you have to book a flight on an American carrier (even if more \$\$).
Hotel Accommodations	This can be purchased upfront for you on the Departmental CTA card OR as a reimbursement after you have stayed in the hotel.	Complete Pre-Travel Approval form and send to Cecil <i>before</i> you travel. If you are seeking a reimbursement, please submit receipt to Cecil.	The hotel cost cannot exceed the lodging per diem rate .
Meal Per Diems (while travelling)	This is generally done as a flat rate reimbursement after the trip is completed. However, if your trip is long, you can request to get a per diem meal advance so you don't have to wait so long.	Complete Pre-Travel Approval form and send to Cecil <i>before</i> you travel.	If your budget is small, you can choose to get reimbursed via food receipts instead of a flat per diem rate (no alcohol will be reimbursed). The receipts have to be equal or lower to the Meals and Incidentals per diem rate . Or, you can request to get reimbursed without receipts at an amount lower than the per diem rate.

A few important notes:

- Howard Martin Awards must be spent within one year of receiving it.
- If you need to significantly change your budget or research plans, from what was originally approved, you MUST submit revisions to the Graduate Program Coordinator AND Geography Chair for approval.
- Howard Martin Funds are not approved for conference or training-program expenses nor for reimbursement of expenses incurred prior to IRB approval.

HELPFUL LINKS

[Domestic Per Diem Rates](#)

[Foreign Per Diem Rates](#)

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