

OFFICE OF ACADEMIC AFFAIRS
Doctoral Student Travel Program
2007-2008 Guidelines

The Office of Academic Affairs will assist in the support of graduate student travel expenses to professional society meetings. You must apply through your college or school for the support.

Eligibility

Any doctoral graduate student attending a professional meeting to present a paper, serve on a panel, or participate in some other active significant way is eligible to apply for travel support.

If there are fewer requests than available funds, consideration will be given to requests from students in terminal master's degree programs.

Funding Restrictions

Funding will be provided in the form of a reimbursement only for actual costs incurred for meals, transportation, registration fees, and lodging not to exceed the amount of the award. This program will reimburse no other expenses.

The maximum award for any student is \$400.

Each student may receive support only one time during the fiscal year July 1, 2007- June 30, 2008.

Recipients of these awards will be expected to adhere to the Higher Education Travel Rule.

If two or more students plan to present a paper jointly, those students will be expected to share expenses and the award. Applications must be submitted to the departmental chairperson together.

If two or more students plan to present different papers, posters, etc., those students will be expected to share expenses and the award. Applications must be submitted together.

No changes to the itinerary are permitted. If a student receives an award and later decides to participate in a different conference, he/she forfeits the award and is ineligible for funding for the remainder of the fiscal year. The funds will be provided to another eligible student.

Request Procedures

Requests should be made by completing the attached application form and obtaining the necessary approvals.

Group requests must be submitted together. As stated earlier, if presenting a paper jointly, the students will share expenses and the award. If presenting different papers, the students will share expenses and the award. Groups of three or more will be provided with not more than \$1000.

All requests must comply with the Higher Education Travel Rule.

Award Procedures

The department chair and college dean will review requests.

Awards will be made at the college level.

Students will be notified in a manner determined by the college.

Travel Procedures

It is strongly recommended that you discuss your travel plans with your department's travel representative or the college Expert Business Operations (EBO). Failure to adhere to the Travel Rule could result in a delay in reimbursement or rejection of your expenses.

You are required to obtain prior approval for your travel. Contact your department or college EBO for details.

If your expenses total less than the award, the remaining funds will be used to support other student awards.

Funds will be transferred to the college for this support.

Reimbursement Procedures

Within three business days of your return, you must submit applicable receipts and complete an expense account settlement form in accordance with the Higher Education Travel Rule for reimbursement.

Your department will forward the expense account settlement to Business and Procurement Services for processing.

Your reimbursement check will be mailed to your local address.