

College of Education and Human Services Office of the Provost

Graduate Student Conference Travel Program - Guidelines

The College of Education and Human Services and the Office of the Provost will assist in the support of graduate student travel expenses to professional society meetings. You must apply through your department for the support.

Eligibility:

- Any graduate student attending a professional meeting to present a research paper or poster, serve on a panel, or participate in some other active and significant way is eligible to apply for travel support. *Please include an abstract acceptance or other supporting documentation indicating your participation.*
- Priority will be given to requests from doctoral students. If there are fewer requests than available funds, consideration may be given to requests from students in master's degree programs.

Funding Restrictions:

- Funding is supported by three offices (Provost, College, Department), but requires only one application.
 - **Provost's Office:** The maximum award for any student is \$400.
 - **College:** The maximum award for any student is \$200.
 - **Department:** The maximum award amount is determined by the department chair, but departments must provide at least \$100 to support travel for any student applying for these funds.
- Departments are expected to contribute a portion of the cost of student travel.
- A graduate student may receive travel support from this program only one time during each fiscal year (July 1 through June 30).
- If several graduate students plan to attend the same conference, sharing some expenses is expected (e.g. hotel accommodations, transportation, etc.). Individual applications for travel support should be submitted, but estimated costs should reflect shared expenses.
- The number and amount of awards are limited by the resources available to the College at the time of the request. **A limited amount of funding will be available Fall (July 1st – Dec 31st) and Spring (Jan 1st – June 30th) semesters and will be provided on a first come-first serve basis until it is depleted.**
- Allowable expenses include registration fees, transportation, lodging, and meals.
- 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.
- Funds from this program are not to be used to accommodate travel expenses related to carrying out one's research. (See **Doctoral Student Dissertation Research Support**

Program guidelines.)

Prior approval and reimbursement guidelines

- All expenditures and reimbursements must follow appropriate West Virginia University procurement and travel regulations (<http://procurement.wvu.edu/home>).
- Students should contact their departmental representative to ensure that they obtain prior approval if needed and that they obtain and submit appropriate documentation for all expenses.
- Students will be reimbursed in the form of a lump sum check for their approved expenditures (actual costs incurred during travel for transportation, registration fees, lodging, and meal per diems not to exceed the amount of the award). Reimbursement checks will be mailed to the student's local address. Requests for reimbursement must be received on or before June 15 of the current fiscal year or no later than 30 days after the travel activity has ended (whichever comes first).
- In the rare case where travel will take place between June 16-June 30 of the current fiscal year, requests for reimbursement must be submitted immediately upon return and absolutely no later than June 30.
- Reimbursement requests should be submitted to your department no later than 30 days after the end of your travel activity. Failure to meet this deadline will result in forfeiture of the award.
- If your expenses total less than the award, the remaining funds will be used to support other student awards.

Application Procedures:

- Requests should be made by completing the attached application form and submitting it to your department administrator.

DEADLINE FOR SUBMISSION:

- All travel requests **MUST** be submitted to the student's department **PRIOR** to departure date.
- For fiscal year 2019-2020, requests for travel support are for travel occurring between July 1, 2019 and June 30, 2020.
- Upon approval, the department will inform the student of the amount of the travel award.
- Applications must be received on or before June 1 to be considered for the current fiscal year.

DEADLINE FOR RECONCILIATION:

All receipts related to actual costs incurred for transportation, registration fees, and lodging **MUST** be submitted to your department within 30 days of your travel activity end date to ensure reimbursement. Meal receipts are not required.

**College of Education and Human Services
and
Office of the Provost**

Graduate Student Conference Travel Program - Application

Student's Full Name			
Student ID		Today's Date	
MIX Email Address			
Travel Start Date		Travel End Date	
Degree Program			
Department			
Purpose of Travel			
Conference Title			
Destination			
Title of Paper/Poster Session			

Anticipated Travel Expenses:

Item Description	Quantity	Unit Cost	Total Cost
Registration Fee:			
Airline:			
Personal Car (Mileage):		\$0.58/mi	
Lodging:			
Parking/Taxi/Other:			
Meals			
Total amount of funding requested:		\$	

Have you already applied for support from the CEHS/Office of the Provost Graduate Student Conference Travel Program for the current year?

____ YES ____ NO Amount received: \$ _____

I certify that, to the best of my knowledge and belief, all of the information on this form is correct and adheres to the program guidelines.

Signature of Student _____ Date _____

Students: Please send this completed application and all supporting materials to your department chair via email.

Departmental Approvals

I have read this request and recommend funding in the amount of \$ _____. The expenses listed are reasonable. Support of this request will be professionally beneficial both to the student and to West Virginia University. I verify that no other research grant support is available to support this travel. I have verified that the student is currently enrolled in the degree program identified on the application.

Department Chairperson _____ Date _____