

Graduate School Student Travel Funding Guidelines

Funding will be allocated according to Texas Tech University and State of Texas travel regulations. Total funding cannot exceed what is allowed by law. The final approval of all committed funds will be left to the discretion of the Graduate School Dean, and is distributed on a first-come, first-served basis. Submission of this travel funding request does not grant automatic approval for travel funds. You will receive a decision after your travel funding request is received and reviewed. If funded, you will receive further instructions to work with the travel preparer in your department for submission of your Travel Application and Voucher in the on-line TTUHSC Travel System. Once funding is depleted, no further travel grants will be considered or awarded regardless of timing during the academic year.

Restrictions

- Do not attempt to submit a travel application or voucher in the TTUHSC Travel system. Doing so will forfeit ALL Graduate School travel funds that were awarded. (As stated above, this task is to be performed by the departmental travel preparer.)
- The Graduate School cannot fund travel requests outside the United States.
- If a student travels without prior approval, then the student will not be subject to reimbursement.
- If you receive a cash advance for your trip, you will be responsible for reimbursement to the Texas Tech University Travel Office. Failure to reimburse the Texas Tech University travel office may subject you to cancellation of registration, holds and penalty fees.
- Graduate student travel funding requests are limited to one per student per fiscal year.
- If several students are presenting at the same conference and are traveling in a group and/or sharing a hotel room, your application request will not be finalized until all of the applications in that group are complete.

Requirements

- All applicants must be presenting research at a professional conference to be eligible for funding.
- Applications must be received 30 days prior to travel. Incomplete applications will not be reviewed.
- The traveler has five (5) working days to submit original receipts to the departmental travel preparer after returning from the trip.
- The traveler must be enrolled during the semester of travel.
- **Submit all the following documentation:**
 - ☐ **Completed Travel Funding Request form** All Travel Funding Requests must be submitted to Melissa Carrillo in the Graduate School, Room 02G.
 - ☐ **Graduate School Travel Funding Guidelines** Please submit this form with applicant signature
 - ☐ **Student Activity Release Form** No student travel will be approved without a completed release form
 - ☐ **Letter of Support/Departmental Letter** A graduate student must solicit funds from his/her department. If a department cannot assist the graduate student, the letter must state the reason why and give a statement of recommendation from the departmental chair. If a department agrees to contribute, then the letter must include the amount, and the department must complete the appropriate information on the Travel Funding Request.
 - ☐ **Confirmation of acceptance to present at an event** (i.e. conference, meeting, seminar, convention) Conference schedule needs to be submitted showing listing of date and time of presentation and an e-mail from a conference representative confirming that you are presenting. Presenters are encouraged to provide photographs taken during the time of their presentations. Digital or scanned photographs may be electronically forwarded to the Graduate School and will become the property of the Graduate School for the purposes of graduate student recruitment, development, and authenticating activities.
 - ☐ **Abstract of paper or project to be presented**
 - ☐ **Completed conference registration form** Registration fees must be noted.
 - ☐ **Copy of airline reservation** Please ensure that the reservation shows arrival and departure times. Non-refundable tickets will **not** be reimbursed if you are unable to attend for any reason. Do not use online travel booking services such as Expedia, Travelocity, Orbitz, etc. Travel arrangements made through these agencies will not be reimbursed.
 - ☐ **Copy of hotel accommodations** Please ensure that the documentation shows the total amount for your stay. Please refer to the Reference Guide if you are sharing a hotel room.

I have read and understood the conditions listed above.

Print Name

Signature of Applicant

Date