



## **Graduate Student Travel Support – Guiding Principles**

Graduate student travel to conferences is beneficial to both the students and the department. A goal for the graduate program is that every graduate assistant has an opportunity to attend and present in at least one academic conference during their graduate program experience.

- To help achieve this goal, the department will provide partial financial support for graduate assistants to attend one academic conference per year. (If faculty advisors would like for graduate students to attend additional conferences, they will need to secure other funds to cover travel expenses)
- The student must have a paper, poster, or professional development session accepted at the conference (or other designated function) to seek departmental support.
- If the department supports the travel for a graduate student, there is an expectation that the research will be improved and advanced for submission as a journal publication.
- In addition to the department travel support, students should be exhausting AECGO and Graduate School funding opportunities.
  - Learn about Graduate School funding here:  
<https://www.depts.ttu.edu/gradschool/financial/travel.php>
- Students may have to supplement travel costs with their own funds.

While we encourage students to participate in conferences to present their research and engage with the broader academic community, please note that not all travel-related expenses may be fully covered. Typical costs that may be eligible for support include registration fees, airfare, and accommodation, but the amount available is limited and will vary by location due to costs.

### **Minimizing Costs**

You should look for the most budget-friendly option that fits your travel schedule (e.g., airfare, rental vehicles, hotel room). If you want exceptions to these expectations (such as your own room, preferred airline seating, etc.), you will pay the difference with personal funds. As much as possible, students and faculty members should minimize travel costs. For example, carpooling to the airport to reduce parking fees or getting rides to the airport to eliminate parking fees.

Overall, we expect all members of the department to be good stewards of travel resources.

### **Meals**

The only meals eligible for reimbursement are those that ARE NOT provided by the conference registration and/or the hotel. Additionally, itemized receipts will be reimbursed UP TO the per diem GSA rate per meal. (Texas Tech University will not reimburse alcohol purchases.)

### **Lodging**

While double-occupancy per room is a preferred arrangement, students should not expect this. In certain situations, students may be required to share rooms and/or beds with other students.

### **Transportation**

Transportation arrangements are reliant upon the group plans. For example, it may be more cost effective to rent a vehicle and drive several people than to take individual flights.



DEPARTMENT OF  
**AGRICULTURAL EDUCATION  
& COMMUNICATIONS**

TEXAS TECH  
Davis College

### **Additional Travel Opportunities**

For additional conference attendance or travel requests beyond the first supported event in a given year, students must seek alternative funding. This should include working with your assistantship supervisor to explore other financial options (such as grant funding).

### **Requesting Travel Support**

Please plan ahead and coordinate with the department in advance to discuss available funding for your travel needs. All requests for travel support should be approved before incurring any expenses. Students traveling as representatives of the department must complete required travel paperwork and uphold the department's values while at the conference.

### **Travel Requests**

- As soon as students have initial travel plans, they must complete a travel request form that outlines what funds they are requesting from each area (i.e., department, grant, grad school, AECGO, and personal).
- If traveling to present a research project, students must also describe their plans to advance their research (e.g., poster to a paper, paper to a journal article).