

College of Education Graduate Students Travel Assistance Information and Guidelines

The College of Education's *Graduate Student Travel Assistance for the Support of Scholarly Activities Application* form may be submitted beginning the first day of each academic year (Sept.1). Applications will be considered on a case-by-case basis according to the availability of funds and the following criteria. The application must be **submitted at least 45 days prior to the date of travel** because of deadlines set in the College of Education and the Graduate School.

Only students currently enrolled in College of Education M.Ed., Ed.D. or Ph.D. degree programs qualify for financial assistance to support scholarship. Apply as soon as you receive verification of presentation acceptance regardless of the semester.

To make funds available to the maximum number of students, the total support for the academic year will generally be limited to a single award per student per academic year. Graduate students may submit a second request for support after January 1 of each academic year if the College's available funds have not been exhausted.

APPLICATION CRITERIA

1. Complete and submit the application form along with supporting documentation **at least 45 days prior to the date of travel**. It takes several working days to process the application to meet required deadlines not including holidays and semester breaks. It is the student's responsibility to meet all application documentation and deadlines to be considered for assistance. The form can be found on the College of Education website at, <http://www.depts.ttu.edu/education/student-resources/graduate/>
2. ***Supporting Documentation Required***
 - a. A copy of the official letter of acceptance for any paper or other presentation at a conference. The student's role in the presentation must be made clear on the application form in the section Supporting Documentation: Details.
 - b. A letter of support from the major professor or other professor in a supervisory role.
3. The application process includes verification of:
 - application information
 - student status
 - supporting documentation and
 - submission to the College of Education finance department for further processing.
4. Once a request is approved, **the student will be notified by email** by the Graduate Student Employee Coordinator **of the amount and the procedures necessary to complete travel application and voucher processes.**
5. College of Education funds will be allocated on the following basis:
 - a. Doctoral students who have been admitted to candidacy (i.e., have completed course work and have passed qualifying exams) will be eligible to receive up to \$500 when presenting at a widely-recognized and professionally appropriate national or international conference.

- b. Doctoral students who have not yet been admitted to candidacy will be eligible to receive up to \$300 when presenting at a widely-recognized and professionally appropriate national or international conference.
 - c. Master-level students will be eligible to receive up to \$300 when presenting at a widely recognized and professionally appropriate national or international conference.
 - d. After January 1st each year if funding is available, graduate students who have previously received travel support may submit a second application requesting travel assistance.
6. TTU Graduate School also provides graduate student travel financial assistance *when combined with the College of Education funding*. The Graduate School application, guidelines and deadline information is available on the Graduate School's website. <http://www.depts.ttu.edu/gradschool/financial/travel.php>. It is the student's responsibility to apply for Graduate School funding directly.

INTERNATIONAL TRAVEL

1. The Office of International Affairs must approve international travel at least 30 days prior to the date of travel. Travelers cannot obtain a transportation request, travel advance, or receive reimbursement for their expenses until OIA approves their trip. See [OP 79.05](#) for more details. The international travel form is located on the Emburse Enterprise resources page under International Travel Requirements. https://banapps.texastech.edu/itis/fi_chromeriver_dashboard/home
 - a. The following items are required when submitting the international travel application: list of destinations, destination contacts, destination affiliations, and business equipment/supplies that will be taken with the traveler.
 - b. OIA may deny any travel to a nation this is subject of a travel warning issued by the United States Department of State.
 - c. The Fly America Act mandates the use of U.S. flag carriers when traveling internationally on federal funds. Travel agencies should be used to ensure compliance with the Fly America Act.
 - d. Travel expenses incurred in a foreign currency must be converted to U.S. dollars. Conversion documentation is required with the travel voucher and the date used for the conversion must be the date of the expense.

Note: It is the student's responsibility to meet all application documentation and deadlines to be considered for assistance. The Graduate School deadline is 30 days prior to travel and the Graduate School does not consider late applications.

For consideration of travel funding please fill out and return the attached application and supporting documentation to:

assoc.dean.office.educ@ttu.edu