

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. 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., M.S., 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.

In an effort 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 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 in writing** by the Associate Dean for Graduate Education and Research **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. The application, guidelines and thirty-day (30) deadline information is available on the Graduate School's website. <http://www.depts.ttu.edu/gradschool/financial/travel.php>.

Note: It is the student's responsibility to meet all application documentation and deadlines to be considered for assistance. 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:

**Associate Dean of Graduate Education and Research
Texas Tech University College of Education
Box 41071
Lubbock, TX 79409-1071
Office Phone: 806-834-2969
Fax: 806-742-2179**

Reference Guide for Travel Cost Reimbursement for Graduate Students

- **Airfare** – Keep the original detailed itinerary/receipt, showing names of the passenger and the airline, ticket number, class of transportation, fare basis code, the amount paid with proof of payment and the scheduled departure and return dates and times.
- **Lodging** – For travel in Texas, the standard per diem for lodging expenses is \$93 per day. This amount may vary depending on destination. When checking into the hotel, make sure you present the front desk clerk with a hotel tax exemption form. You will not be reimbursed for Texas state hotel tax. Tax exemption forms are available in the Travel Office or through your departmental travel preparer. For lodging in the other 49 states, you can be reimbursed for lodging expenses up to the federal locality-based rate. See your departmental travel preparer for a listing of these rates. For lodging in Canada or Mexico, actual lodging expenses will most likely be reimbursed. <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 - **Conference Hotels** – For lodging at a conference hotel where the rate is greater than the allowable, you may be allowed the difference. You will need documentation that your hotel was a conference hotel. Save a copy of the program or print out the information from the conference website.
 - **Sharing a Room** – When sharing a room with another student, ask the hotel to prepare separate receipts. If they will not do this, try to get both names listed on the receipt. When you are checking out, each traveler should pay for his/her share of the room expenses.
 - Keep the original detailed receipt showing your name, the name and location of the hotel, daily itemization of charges and the amount paid. The receipt must show a zero balance due.
- **Rental Cars** – Only rent cars from Avis, Enterprise or Hertz and tell them you are with the State of Texas and provide them with the contract number which can be found at, <https://www.fiscal.ttuhs.edu/travel2/Help/links.aspx>. The state contract rate includes a loss damage waiver and you will only be reimbursed for mandatory charges, not optional items.
 - **Sharing a Rental car** – Rental car expenses may not be split between travelers. Only one traveler will be reimbursed for the rental car. If you share the gas expense, each traveler must submit their own gas receipts.
 - **Size of Rental Car** – Only rental for compact, intermediate or full-size sedans are reimbursed. If you need a larger vehicle, you must justify that choice in writing.
- **Personal Cars** – You can claim gasoline or personal auto mileage, but not both. If claiming mileage, provide documentation from MapQuest or Google Maps showing the mileage from city-to-city. If claiming gasoline, gas expenses equal to the cost for the distance of the trip maybe reimbursed.

NOTE: Effective January 1, 2018, reimbursement for personal vehicle mileage will be the lesser of either the actual miles or the cost if a contracted vehicle had been rented. Actual miles traveled is determined by point-to-point itemization document by odometer records or shortest distance calculated by MapQuest. Rental car costs can be calculated in the Online Travel System under Help - Links Mileage Calculator TTU - <https://www.fiscal.ttuhs.edu/travel2/Help/links.aspx>

- **Meals** – Meals are automatically prorated based on the time of departure from and return to Lubbock. The times on your voucher must be accurate. For meals in the 50 United States, meal expenses will be reimbursed only up to the per diem allowance for that meal. (The university does not reimburse tips.) For meals in Canada or Mexico, keep and submit actual receipts. Meals included in the registration fee or lodging fee should not be claimed on your voucher. You will not be reimbursed for entertainment or personal expenses (sightseeing tours, tee shirts, etc.)

Additional Information and Links – <https://www.fiscal.ttuhs.edu/travel2/Help/links.aspx>