

Graduate School Student Travel Funding Guidelines & Checklist

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 awarded during the fiscal year.

Restrictions

- Graduate student travel funding requests are limited to one trip per student per fiscal year (Sept 1-Aug 31)
- The Graduate School cannot fund travel requests outside the United States or crossing U.S. borders.
- Do not attempt to submit a travel application or voucher in the TTUHSC Travel system. Please work with your departmental travel preparer as stated above.
- Do not use services such as Expedia, Orbitz, Travelocity, Etc. These agencies do not provide sufficient documentation for reimbursement by the State of Texas.
- If you receive a cash advance for your trip and do not spend it all, 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.
- If several students are presenting at the same conference and are traveling in a group and/or sharing hotel rooms, your funding request will not be finalized until all of the applications in that group are complete.

Requirements

- Each applicant must be an author or co-author of the presented research and personally invited to present.
- Each applicant must be enrolled during the dates of travel.
- All funding requests must be received at least 30 days prior to travel.
- The Graduate School can support no more than two nights in Texas or three nights outside of Texas.
- A departmental financial commitment is required and matching dollars are preferred.
- **Submit all of the following required documentation:**
 - Completed Travel Funding Request form** (All Travel Funding Requests must be submitted to Melissa Carrillo in the Graduate School, Room 02A.)
 - Graduate School Travel Funding Guidelines** (Signed by applicant)
 - Student Activity Release Form** (Signed by applicant and signed by parent/guardian if applicable)
 - Letter of Support/Departmental Letter** (Each applicant must solicit funds from his/her department. A departmental financial commitment is required. Matching dollars are preferred. A signed letter of commitment and support is required from each academic department.)
 - Confirmation of acceptance to present at an event** (Submit a copy of conference schedule showing the presenter's name and a listing of date and time of presentation or an e-mail from a conference representative confirming that you are presenting and also showing the date and time of the presentation. 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. These agencies do not provide sufficient documentation for reimbursement by the State of Texas.)
 - 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.

Signature of Applicant

Date