

# 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 *complete* travel funding request is received and reviewed. If funded, you will be given further instructions to work with the travel preparer in your department for the submission of your Travel Application and Voucher in the on-line TTUS Travel System. Once our funding is depleted, no further travel grants will be awarded during the fiscal year.

### Requirements, Restrictions and Guidelines

- As a requirement for receiving travel funding, you must attend **three** professional development workshops sponsored or co-sponsored by the Graduate School within the same semester of your travel. These events are listed on the Graduate School's "Calendar of Events" webpage (<https://portal.grad.ttu.edu/events/>) which is updated during the semester as events are introduced. *PLEASE BE ADVISED* that failure to complete this requirement will lead to the denial of future travel funding requests.
- ❖ Each applicant must be the **presenting author** of an oral or poster paper; Confirmation that the talk or poster has been accepted must be provided.
- ❖ Each applicant must be **enrolled** during the dates of travel.
- ❖ A **COMPLETE** funding requests must be received at least **30 days prior to travel** - late applications may be denied. Please DO NOT submit requests more than 2 months prior to the expected date of travel - such requests will not be reviewed until closer to the trip month.
- ❖ The Graduate School supports no more than **two nights in Texas** or **three nights outside of Texas**.
- ❖ The Graduate School will provide only **partial funding** for travel: **up to** a maximum of \$500 for Doctoral students admitted to candidacy, \$450 for other Doctoral students, and \$400 for Masters students. **A departmental financial commitment is required** of at least 50% of the Graduate School travel award.
- ❖ Graduate student travel funding requests are limited to **one trip per student per fiscal year** (Sept 1-Aug 31)
- ❖ The Graduate School will fund travel requests to the **50 US states and international travel**.
- ❖ **Do not attempt to submit a travel application or voucher in the TTUS Travel system.** Please work with your departmental travel preparer as stated above.
- ❖ 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.
- ❖ Retain and submit to your department **itemized receipts** for all travel expenses.
- ❖ **Notify the Graduate School as soon as possible if your trip is canceled** by emailing [graduate.travel@ttu.edu](mailto:graduate.travel@ttu.edu).

### The following documentation **MUST** be turned in with your Travel Funding Request:

- ✓ **Completed Travel Funding Request** form with signatures from the Travel Preparer and Department Chair (All Travel Funding Requests must be emailed to [graduate.travel@ttu.edu](mailto:graduate.travel@ttu.edu) or submitted in person in the Graduate School, 328 Administration.)
- ✓ **Graduate School Travel Funding Guidelines & Checklist** (Signed by applicant)
- ✓ **Reference Guide** (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 of at least 50% of the Graduate School allocation. A signed letter stating the amount 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 the date and time of the presentation or an e-mail from a conference representative confirming that you are presenting and also showing the date and time of the presentation.)
- ✓ **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. Can be an estimate if not booked yet.)
- ✓ **Copy of hotel accommodations** (Please ensure that the documentation shows the total amount for your stay. Can be an estimate if not booked yet.)

I have read and understand the requirements, restrictions and guidelines, and I have provided the required documents listed in the checklist above.

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Signature of Applicant