Requirements, Restrictions and Guidelines

- As a requirement for receiving travel funding, you must attend at least three professional development workshops sponsored or co-sponsored by the Graduate School. These events are listed on the Graduate School’s “Calendar of Events” webpage (http://www.depts.ttu.edu/gradschool/Events/index.php) that is updated during the semester as events are introduced. Once you attend an event, you must record your attendance with the Graduate School through the following link: http://ttu.mobi/travel. A link to this reporting webpage will also be included on the Graduate School website: http://www.depts.ttu.edu/gradschool/students/current/Travel.php.

- 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.

- All funding requests must be received at least 30 days prior to travel.

- 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 allocation.

- 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 United States and bordering countries (Canada and Mexico).

- 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.

- 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, you may not receive a travel funding commitment until all of the applications in that group are complete.

- Retain and submit itemized receipts for all travel expenses.

- Submit all of the following required documentation 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 submitted to Melissa Carrillo 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 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 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.)
  - Copy of hotel accommodations (Please ensure that the documentation shows the total amount for your stay.)

I have read and understand the requirements, restrictions and guidelines, and I have provided the required documents listed in the checklist above. Signature of Applicant ___________________________ Date ___________________________