

Policy for Graduate Student Travel

The Department encourages graduate students to present their research at appropriate professional conferences. Some funds are available from the department and college to support this activity. It is best to get your travel prediction forms in early for the best shot at the funding. Please note the following:

1. Travel is funded for presenting a poster or paper at a conference. (Presenting = being one of the authors – not necessarily first author). Travel is never funded just to attend.
2. The dean's office will consider providing partial support for graduate student travel. Please submit forms to the dean's office at least 4 weeks in advance of the travel. They cannot drop everything to act on a request submitted a week or a few days before the travel. They also will **not ever** fund any trip submitted after the fact. In any case, the earlier in the year, the better your chances of receiving money, because they run out of \$\$ later in the year.
3. In all cases, the dean's office will not fund more than half of the cost of the trip.
4. The GSC is also a source to tap for some funds to close the gap between the dean's half and the total cost.
5. The department will also contribute to help close the gap. The department contribution will normally be \$250 (if you're going somewhere nearby at very low cost, it might be less.)
6. If your work is part of your adviser's general program of research and your adviser has a grant with travel money, you should check with him or her about availability of funds to help with your expenses before you approach the other sources.
7. Requests for financial assistance with a second conference in a given fiscal year will be considered by the department (and I think by the dean), but any money allocated will be dependent on the status of the respective budgets at the time of the request. The department contribution will not generally exceed \$250.
8. The department coordinator has the travel request forms. Once you fill one out, it needs to go first to the department chair for department contribution and signature.