Travel Fund Guidelines and Forms

All Graduate students, who currently pay a Student Activity Fee (this can be found on your detailed account summary within banner) are eligible to apply for Travel Funds from the Graduate Student Council (GSC). This money, currently up to $300 per academic year (Fall, Spring) at ASU-J, may be used for research, conference registration fees, food, travel and lodging expenses.

Forms:

1. **Before travelling:** Fill in and deliver the **Travel Fund Application**, **A Copy of Summary Authorization Report**, and the **Liability Form** to the Travel Fund Administrator in the Graduate Student Council office located in room #204 & 205 on the second floor of International Student Center, no later than five o’clock on the 15th of the month prior to the start date of your conference or research travel.
2. **After returning:** Fill in and deliver the **Travel Voucher** to the GSC office no later than ten business days after the end date of the conference.

Travel Fund Guidelines

The GSC seeks to aid graduate students in their professional activities. The purpose of the Travel Fund is to subsidize students for their participation in professional endeavors.

Eligibility

Eligibility for funding is based upon participation at a professional meeting or research. Participation is defined as:

1. Presentation of a paper by the applicant
2. Fulfilling the roll of discussant on a panel or round table in front of an audience
3. Fulfilling the roll of workshop director or moderator (student must submit signed letter or e-mail from conference supervisor with application to be eligible for this classification)
4. Presentation of original work, such as art, design, or a poster presentation

*Note:* There are many conferences which students are invited to attend due to their classroom or research achievements. Despite this honor, the Travel Fund is limited and therefore the GSC must restrict funding to only those who meet the above definition of participation. Additionally, applications may be denied if receiving funds from other sources.
The GSC strongly encourages all students to apply for funds as soon as they submit material to present at a conference, though the application will not be acted upon until the month of the conference. If at a later date a student decides to not go to that conference or if the presentation is not accepted, please notify the Travel Fund Administrator. A student’s eligibility to apply for funding in the future will not be affected if a student does not submit a voucher for approved funds.

Procedures

1. Travel fund applications and expenditure vouchers will be available online at the Graduate Student Council web site. Alternatively, they are available in the Graduate Student Council office.
2. The Travel Fund Application and A Copy of Summary Authorization Report as well as Liability Form must be received no later than 5:00 p.m. on the 15th of the month prior to the start date of the conference or research travel.
3. The Travel Fund Voucher & original receipts must be received in the GSC office no later than TEN BUSINESS DAYS AFTER the date of the conference or data collection.
4. The Travel Fund Administrator and committee will meet once a month and will send the student complete instructions via email regarding the voucher once his/her application is approved.

General Requirements

1. Completed GSC expenditure vouchers must be submitted no later than TEN BUSINESS DAYS after the end of the conference. If the student feels that he/she will have difficulties completing the voucher in the time frame due to extenuating circumstances, he/she must notify the Travel Fund Administrator and receive approval prior to the start of the conference.
2. If the GSC alone is reimbursing a student, the student must submit a GSC expenditure voucher and ORIGINAL receipts stapled to one side of an 8.5” x 11” sheet of paper to the Travel Fund Administrator.
   - If the student is receiving reimbursements from both his/her department and the GSC, alternate rules may apply and will be provided to the student by the Travel Fund Administrator.
3. In addition to the completed travel voucher and receipts, the following MUST be submitted:
   - The page of the conference program schedule indicating the full name of the conference and the dates it was held
   - The page of the conference program schedule indicating the date and time of your presentation
   - Either one of the following: i) An abstract as it appears in the meeting/conference bulletin OR ii) A letter from the conference committee verifying your participation in the conference OR iii) An abstract of the work if abstracts were not published in a bulletin and student’s name is listed in the schedule. Do NOT submit the entire conference bulletin.
4. Vouchers missing any information will be left at GSC office, room #204 & 205 on the second floor at International Student Center, for the applicant to pick up for completion within the two week time allotment.
5. **Failure to follow the above guidelines will result in the forfeiture of any reimbursement from the GSC for this conference.**
6. Falsification of applications or receipts will result in denial of current AND future travel, thesis or dissertation subsidies while at ASU from the GSC, and a report will be submitted to the Graduate School and student’s department.

**Funding**

1. No travel advances will be granted.
2. The GSC Action Fund is a re-imbursement process. GSC do not award funds before travel.
3. The GSC Travel Fund will subsidize only the attended days of the meeting, including travel to and from destination.
4. The amount of reimbursement cannot be determined until the submission of the expenditure voucher and receipts. The total reimbursement **WILL NOT** exceed $300.00.  
   *Note:* Alcohol and entertainment are not reimbursable.
5. Reimbursements for the travel costs will be submitted to university **personnel** once a month.

**Additional Funding**

Due to the limited availability of funding, the GSC **requires all** applicants to seek additional funding from outside sources first. The GSC travel fund should be the last resort in obtaining money for research and conferences. Places to seek funding include student’s department head, or the Graduate School. Priority will be placed on those applicants who have not received any assistance for the current academic year. If additional funding is secured, this must be reported on the application and on the expenditure voucher.

For additional any questions about the above guidelines please contact the GSC office.
Frequent Ask:

1. Am I Eligible to apply?

   Eligibility for funding is based upon participation at a professional meeting or research. Participation is defined as:
   1. Presentation of a paper by the applicant
   2. Fulfilling the role of discussant on a panel or round table in front of an audience
   3. Fulfilling the role of workshop director or moderator (student must submit signed letter or e-mail from conference supervisor with application to be eligible for this classification)
   4. Presentation of original work, such as art, design, or a poster presentation
   5. Traveling to obtain data for research, thesis, or dissertation (student must submit a paragraph describing data collected and it must be signed by a current faculty member in the student’s department)

   Note: There are many conferences which students are invited to attend due to their classroom or research achievements. Despite this honor, the Travel Fund is limited and therefore the GSC must restrict funding to only those who meet the above definition of participation. Additionally, applications may be denied if receiving funds from other sources.

2. What documents should I submit?

   Before travelling:

   Action Fund application
   A Copy of Summary Authorization Report
   Liability Form

   After travelling:

   ORIGINAL Receipts & VOUCHER Form

   Besides these, applicants also need to provide related material which can be found in the “Travel Fund Guidelines and Forms—Eligibility Section”.

Graduate Student Council, Room 204 & 205, International Student Center, 870-680-4818
GSC TFG-2014.8
3. When and where should I submit?

students need to submit their application for travel expense reimbursement before 5 PM on the 15th of the month prior to the month they intend to travel.

For example, if a particular student intends to travel on Oct 03, 2011, s/he must submit the completed application to the GSC office no later than 5 PM on the 15th Sept. in order to be eligible.

4. When will I know whether I am approved or not?

Approval or not depends on when application is submitted. E.g. if the submission of the application is on the 15th of the month prior to the month student intends to travel, s/he would be notified at the end of that month.

5. When should I submit the Receipts & VOUCHER?

Applicant must fill in and deliver the Travel Voucher to the GSC office no later than ten business days after the end date of the conference. Also, original receipts are required. Failure to submit the Receipts & VOUCHER in time will result in the forfeiture of any reimbursement from the GSC for this conference.

6. When can I get the fund?

After submission of Receipts & Voucher Form after travel, student will be notified from his/her department approximately 45 days later.