

Arkansas State University
Graduate Student Council

Travel Fund Guidelines

A. Travel Fund Awards

The GSC Travel Fund Award is a reimbursement process. The purpose of this award is to subsidize student's expenditure for their participation in professional endeavors. Funding can be used for conference registration fees and for food, travel, lodging expenses during the attended days of the conference. As of February 5, 2018, Students can apply for travel fund awards twice per fiscal year (July 1st – June 30th). Prior to each application, students should check with other sources for added funding support. If a student is still left with travel expenses after all other sources of funding, he/she may get reimbursed up to \$300 through GSC travel fund award.

B. Eligibility

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

- Presentation of a paper by the student, and/or
- Fulfilling the roll of workshop director (student must submit the signed letter or e-mail from conference supervisor), and/or
- Presentation of original work, such as art, design, or a poster presentation.

C. Application Process and Policies

Travel Fund Application

- Before Travel – Submit the Online Travel Fund Application at <https://www.astate.edu/a/gsc/> and send the required documents via email to gsc@smail.astate.edu or the Travel Fund Consultant, at the same time/day.
- Student should apply for funds, no later than one month before the start date of the conference. Incomplete/late applications or applications with missing documents won't be reviewed. All the required documents should be aligned in order and merged into one document.

Required Documents

- Copy of an email from all the below sources consisting the funding information. (The email copy should consist the total amount a student is going to receive or won't receive from each source.)
Sources: Advisor | Department | College | Nikki Adams | Alternative sponsors
- Copy of an email consisting Conference Name, Abstract Acceptance, and Presentation Dates.
- Copy of Travel Request/Travel Authorization form (summary of expenses).
- After travel - Submit the final copy of your approved Travel Expense Report (TR) to Travel Fund Consultant via email.
- Reimbursement - Reimbursement cannot be made until we receive and verify your final copy of your approved Travel Expense Report (TR).

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D. Frequently Asked Questions

- *Which documents should I submit?*
To apply for the travel fund, you must submit the Travel Fund Application and any related documents/Attachments. When you return from your conference, submit the expense report (Travel authorization forms are submitted and approved through the Travel and Expense Management module (concur) in myCampus.) or Travel Voucher and related documents, including receipts and conference program information.
- *When will I know whether my application is approved or not?*
The GSC Travel Fund Consultant will review the application during office hours (posted online). He/She will contact you indicating whether your application is approved or not within two weeks. Applications may be denied if the application is not complete, submitted late, and/or if the GSC no longer has enough travel funds to support travel applicants.
- *When will I get my travel award?*
Let us reiterate that this is a reimbursement process. The student must pay for the trip expenditures. After Travel Fund Consultant verifies and confirms the Expense report or Travel Voucher form & other corresponding documentation submitted by student, it takes up to two weeks for reimbursement.