

GRADUATE STUDENT PROFESSIONAL TRAVEL FUNDS GUIDELINES

The Graduate Student Organization (GSO) has allocated funds as determined by the UWL Student Senate to encourage and support graduate student presentations and/or attendance at professional conferences. Graduate Studies contributes some additional office funds to further support this important component of the graduate student experience. **Individuals interested in travel funding to conduct research or collect data should look into funding options available through RSEL grants.*

Eligibility

Full/part-time on-campus students, enrolled in a graduate program at UWL, and in good academic standing are eligible. Special non-degree graduate students are not eligible for these funds. Professional travel grants must be approved prior to travel.

Funding Policy

Funding is limited, as a result not all requests will be approved. Preference is given to conference presenters. The two types of travel grant awards available include:

1. **Conference Presenters.** If one student is presenting, the student can receive a maximum of \$600. Multiple authors planning on presenting jointly must apply together on one application and the faculty advisor should clearly designate the lead presenter. The lead presenter may request up to \$600. Additional co-authors may request funding no greater than the *Attendee* amount as listed in the chart below. Students may apply for travel grant funds contingent upon an abstract's acceptance for conference presentation. However, confirmation of abstract acceptance/presentation is required before funds will be dispersed. There is a conference limit of \$1400 for individuals/groups presenting multiple papers at any one conference.
**Funding preference is given to conference presenters in (a) national/international conferences and (b) regional conferences.*

2. **Conference Attendees.** The maximum award for attendance is \$200. If a group of students plans to attend the same conference, they must submit an application as a group. Funding is based a sliding scale (see below):

Professional Travel (Attendees)		
Number of Students Attending Conference	Total Allowed for Group	Maximum Allowed/Student
1	\$200.00	\$200.00
2-4	\$600.00	\$150.00
5-7	\$875.00	\$125.00
8-10	\$1000.00	\$100.00
11 or more	-	\$75.00

Use of Funds

Professional Travel Grant Funds may only be used toward the following expenses following SUFAC limitations for reimbursable amounts.

- 1. Registration
- 2. Transportation
- 3. Meals (limited to \$18.00/day as per SUFAC)
- 4. Housing (limited to \$45/day as per SUFAC)

Limitations

- A student may receive a maximum of one travel award in each category (attendee & presenter) in any single academic year (September through August). Additionally, there is an \$800 limit to the total amount of professional travel grant funds a student may receive while completing a graduate program.
- Requests for funds for any conference held at UWL may be limited to conference registration fee.
- Students intending international travel to a conference are required to meet with the UWL Office of International Education.
- Students must be enrolled for graduate credits at UWL during the semester of the travel. However, students may seek special permission from Graduate Studies to apply for grant funding to present at a conference in the semester immediately following graduation.

How to Apply

1. Submit all necessary documents as PDFs via the [Qualtrics link](#) on the [Graduate Studies website](#).
 - **Conference Presenters.** Submit the Graduate Student Professional Travel Funds Application along with an abstract of the work to be presented at the conference and conference flyer (or printout from conference website including dates/schedule of conference). Students may apply for travel grant funds contingent upon an abstract's acceptance for conference presentation. However, confirmation of abstract acceptance/presentation is required before funds will be dispersed.
 - **Conference Attendees.** Submit a Request for Graduate Student Professional Travel Funds along with a copy of the conference flyer (or printout of conference dates/schedule from conference website).
2. **Deadlines.** There are a number of opportunities for receiving funding. You should submit your application by the deadline closest to (and prior to) your conference date. Please visit the [Graduate Studies website](#) for specific dates for the current academic year.
 - Following each application due date, Graduate Studies will review applications and make awards. Applicants will be notified of the status of their application via email.
3. As a requirement of accepting Professional Travel Grant Funds, students must share knowledge/materials gained from the experience with students, faculty, and/or staff. This requirement can be fulfilled through a variety of methods including class presentation or approved professional dissemination technique to summarize the knowledge/resources attained. This requirement must be completed within six weeks of conference completion.
4. Prior to travel it is required that students review the UW System [travel policies](#) and follow any applicable requirements. Special attention should be paid regarding policies for using Concur for travel reservations (this can be completed with the assistance of your department ADA). Additionally, it should be noted that any student driving a rented or personal vehicle must complete the [Vehicle User Authorization \(VUA\)](#) prior to travel. Failure to complete all necessary steps will result in limitations regarding reimbursable travel expenses.
5. Professional Travel Funds are available on a reimbursement basis (funds will not be distributed prior to travel). Recipients of these funds should work with their academic department ADA to complete/submit documentation post-travel for reimbursement. Award recipients should contact the department ADA, prior to travel, to review process and expectations for

documentation. Documentation required for reimbursement includes (but is not limited to): conference agenda, mileage map, and receipts. Reimbursement request documentation should be submitted to department ADA within 15 days of completion of travel.

Please contact Graduate Studies (gradstudies@uwlax.edu) if you have questions.