



**FY21 Budget Summary**  
**Grad Student Organization - 128-0-040330**

Class Code	Revenue Budget Details	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY21 Requested	FY21 SUFAC Approved	Comments
9050	Sales Credits - Internal										
9400	Sales of Materials										
9942	Transfers-Same Fund/Same Unit						505				
	<b>Total Revenues:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 505	\$ -	\$ -	\$ -	

Class Code	Expenditure Budget Details	FY17 Budget	FY17 Actual	FY18 Budget	FY18 Actual	FY19 Budget	FY19 Actual	FY20 Budget	FY21 Requested	FY21 SUFAC Approved	Comments
1051	Academic Staff - Annual	-									
1215	Graduate Assistant	-									
1531	Classified Staff	-									
	Student Help	-									
	Fringe Benefit (see Detail Sheet)	-									
	Travel	6,426	6,505	6,426	5,313	6,426	7,093	6,426	6,426		All travel related items are for graduate student travel to present at or attend professional conferences in their discipline.
2893	Event - Catering				900	505	24	505	505		Refreshment costs are for on campus professional development workshops for graduate students and a proportional part of the Celebration of Student Research event on campus.
2320	Rental of Space										
2360	Rental of Other Equip										
2620	Services - Professional										
2623	Services - Miscellaneous										
2650	Services - Internal										
2675	Printing & Duplicating										
3100	Supplies				200		(1)				
3700	Postage										
3720	Subscriptions										
3730	Memberships						204				
3740	Advertising & Notices										
3750	Prizes & Awards										
3780	Conference/Workshop Expenses	505	505	505	12						
	<b>Total Expenditure:</b>	\$ 6,931	\$ 7,010	\$ 6,931	\$ 6,426	\$ 6,931	\$ 7,319	\$ 6,931	\$ 6,931	\$ -	
	<b>Student Fee Request</b>	\$ 6,931		\$ 6,931		\$ 6,931		\$ 6,931	\$ 6,931	\$ -	

**REQUIRED: Narrative to explain program activities, budget recap (i.e. over or underspent and why), funding challenges/concerns, upcoming changes, etc.**

\*\*FY21 Budgets are not permitted to submit an increase.

**1. FY19 Program Activities:** In FY19, the Graduate Student Professional Travel Grant program made 86 awards totaling \$12,970 in awarded funds. These awards resulted in 79 students traveling to present at or attend a professional conference in their discipline. The SUFAC funding partially funded conference travel for 71 of these students, with an average reimbursement of \$102.60. In addition, the Graduate Studies Office offered professional development workshops and supported the UWL Research and Creativity Symposium, where 79 graduate students presented their work with 8 oral

**2. Budget Recap from FY19:** \$7,295 of our \$7,436 FY19 funding (\$6,931 FY19 allocation and \$505 FY18 rollover) was expended as travel support. Additionally, \$24 was used towards the provision of refreshments for attendees at workshops (Thesis Writing, Grant Writing, and Three Minute Thesis Prep) and for a proportional share of the refreshments for the Celebration of Student Research & Creativity Symposium. It should be noted that while we awarded \$8,000 in travel grants from these funds, \$117 remained unused. There are a number of factors that make it difficult to predict the actual usage of the funds. Included in these factors are decisions made by students regarding the affordability of travel even after being awarded travel grant funding. It is obvious that the average amount awarded per student is quite minimal and is a small percentage of the actual expense incurred by the student when traveling to present/participate in a conference. While we do try to re-award unused funds to other eligible grant applicants, some factors including the end of the fiscal year make the impossible to do this for all unused travel grant awards.

**3. Funding Challenges/Concerns:** Graduate Studies is committed to providing support for graduate students traveling to present at or attend professional conferences. In addition to enriching the educational experiences of individual students, conference travel serves an important recruiting function, as students spread the word about the quality of our graduate programs. The need for funding continues to be great. Each year the Graduate Studies Office makes use of other office funds to provide additional support to students beyond the limitations of our SUFAC allocation. For example, in FY19 Graduate Studies supported an additional \$6,178 in professional travel grants and \$1,182 in additional refreshment costs for the workshops and events noted above.

The Graduate Studies guidelines for travel grants (as approved by the Graduate Council) limit award amounts per student depending on whether the student is presenting or attending a conference. These limits reflect the value we place on the presentation of scholarly work. We also limit award amounts based on the total number of UWL students attending the same conference. This is due to the fact that we cannot afford to cover the full cost for large groups from a single department; the departments typically also provide some funds in such cases. Additionally, we adhere to the SUFAC guidelines for travel which limit food expenditures to \$18/day and accommodation expenditures to \$45/day. These limits are much lower than university limits on travel reimbursement. It should be noted that the limitation on hotel room costs is especially restrictive for students travelling on their own to present at conferences in high-cost destinations like San Francisco. All of our student travel grants are submitted through the e-reimbursement portal and carefully audited by the UW System, so there is no doubt that all expenditures are going towards legitimate travel expenses.

Due to the fact that this travel is directly related to program research requirements as well as being educationally beneficial to our graduate students, the Graduate Studies Office again requests that Graduate Student Professional Travel Grant awards be exempted from the limitations imposed for undergraduate travel under the SUFAC guidelines. If this request was accepted, we would continue to apply the travel limitations imposed by the Graduate Council, described above.

**4. Items that will be changing for next year or in the future:** We are not expecting any substantive changes for FY21. However as noted in last year's budget request, we would appreciate the opportunity to waive the SUFAC travel limitations for graduate student professional travel (i.e., \$45/night accommodation limit and \$18/day meal limit). We would continue to follow Graduate Council approved spending limitations per student as well as university travel limitations for meals and accommodations.

**5. If your budget was increased by 5%, how would the funds be utilized:** An increase in the budget would allow the Graduate Studies Office to fund additional qualified professional travel applications for graduate students. This is one of the few types of assistance in place to assist graduate students who would like to attend/present research at regional and national conferences. As noted previously, Graduate Studies is contributing a significant amount of funding from other sources to support qualified applicants above the number of students that can be supported through our SUFAC allocation.

**6. If your budget was reduced by 5%, what changes would you have to make:** The Office of Graduate Studies is already supplementing SUFAC funding in order to provide travel grants for many eligible students beyond those we can fund using our SUFAC budget. ANY decrease in funding would directly impact our ability to support graduate student travel to present at and attend professional conferences. This would be a disservice to our students and to the promotion of graduate research and professional development on our campus as a whole.