**DIRECTIONS FOR REQUESTING GRADUATE STUDENT PROFESSIONAL TRAVEL FUNDS**

**Background:** Each year the Graduate Student Organization (GSO) is allocated operating funds by the UW-L Student Senate. These funds are available to qualified UW-L graduate students to encourage and support them for presenting at and/or attending professional conferences. The Office of University Graduate Studies provides additional funds for this purpose. Full or part-time students in good academic standing who are enrolled in a graduate program are eligible. Special non-degree graduate students are not eligible for these funds. Students are advised to submit their request for professional travel as soon as they have submitted the abstract of their paper to be presented or they know what conference they want to attend. The travel grant may be approved contingent upon the abstract being accepted. Any applications received past the due date given below will be considered in the next cycle of funding irrespective of the dates of the conference. Generally the travel fund to conduct research or collect data/information related to individual projects should be requested in the RSEL grants.

**Funding Policy:** Funding for professional travel is very limited, and not all requests may be approved. In addition, preference is given to conference presenters in each funding cycle. The program has two types of awards;

(I) **Conference presentations:** Presenters with one student author can receive a maximum of $400 for a conference. Each additional student coauthor may request up to $100 if s/he plans on presenting the work jointly. Multiple authors planning on presenting jointly must apply together as one application and the faculty advisor should clearly designate the lead presenter. A clear evidence of the acceptance of the abstract is required at the time of application. Overall limit for presenting multiple papers at any one conference is $1,200.00.

(II) **Conference attendance:** The maximum award for attendance only is $200. If more than one student is going to the same conference, they must submit only one application requesting funds using the sliding scale shown below.

<table>
<thead>
<tr>
<th>Number of people attending the same conference</th>
<th>Total Amount Allowed for Group ($)</th>
<th>Maximum Amount to Each Student Attending ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>2 – 4</td>
<td>$600.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>5 – 7</td>
<td>$875.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>8 - 10</td>
<td>$1000.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>11 or more</td>
<td>$75.00 per student</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

A student could receive a maximum of one award in each category in any one year (September through August). In addition, the maximum amount a graduate student can receive for professional travel during his or her status as a graduate student at UW-L is $600.

Preference is given to conference presenters in (a) national/international conferences and (b) regional conferences. Requests for funds for any conference held at UW-L may be limited to conference registration fee but not the cost of travel to and from La Crosse. Students intending to travel overseas should check with the Office of International Education to determine if partial support is available. In any event, students receiving professional travel grants involving overseas travel must meet with the Office of International Education to understand and comply with all of the requirements for international travel. Students must be enrolled for graduate credits at UW-L during the semester of travel to a conference. The student receiving a grant for presentation may seek permission from the Office of Graduate Studies to travel in the semester immediately following graduation. Professional travel grants must be approved prior to travel. Only transportation (subject to UWL mile reimbursement policy for travel by car), reasonable cost of housing, and registration costs may be reimbursed. In return for travel funds, the student must present acquired knowledge to other graduate students (or if appropriate, faculty, staff, and undergraduate students) upon return from the conference.
Directions/Process:

1. Read all of the following information before completing the Request for Graduate Student Professional Travel Funds Form (below). Contact the Office of University Graduate Studies (223 Graff Main Hall; 785-8124; gradstudies@uwlax.edu) if you have questions regarding these directions or any aspect of the Graduate Student Professional Travel reimbursement process and policy.

2. Your request for Graduate Student Professional Travel Funds must be submitted following the calendar given below:

<table>
<thead>
<tr>
<th>Application due date</th>
<th>Decision date</th>
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</thead>
<tbody>
<tr>
<td>2nd Friday in September</td>
<td>Early October</td>
</tr>
<tr>
<td>2nd Friday in December</td>
<td>Early January</td>
</tr>
<tr>
<td>2nd Friday in March (will be Mar 15th)</td>
<td>Early April</td>
</tr>
<tr>
<td>2nd Friday in May</td>
<td>Early June</td>
</tr>
</tbody>
</table>

Limited dollars will be disbursed in each funding cycle for qualified proposals for travel funds.

3. Complete the form and submit it, along with other appropriate materials, to UW-L Office of University Graduate Studies (220 Morris Hall). Make a copy of the completed form for your records.

4. The Office of University Graduate Studies will process your request for professional travel funds in consultation with a subcommittee of the Graduate Council. After a decision has been made, the Office of University Graduate Studies will contact you in writing. If approved, the amount of grant will be indicated, and a UW-L Travel Expense Report Form will be included.

5. If funded, you are required to bring back knowledge and/or materials to share with students, faculty, and/or staff. This requirement can be met through a variety of methods including an oral class presentation, an approved professional dissemination technique that summarizes the knowledge and/or resources you attained from your professional travel. This must be completed within six weeks upon return from your travel (this is agreed upon as part of your request for travel funds). Have your sponsoring graduate faculty member sign/date the form indicating your presentation arrangement (see form below for specifics).

6. All required receipts/verification items must accompany your completed UW-L Travel Expense Report Form. These materials must be submitted within 2 weeks of your return to campus. Your reimbursement check will be sent to you approximately 4-5 weeks after you submit all required materials to the Office of University Graduate Studies.

THE APPLICATION FORM IS PAGE 3 OF THIS DOCUMENT.
UNIVERSITY OF WISCONSIN LA CROSSE: OFFICE OF UNIVERSITY GRADUATE STUDIES
REQUEST FOR GRADUATE STUDENT PROFESSIONAL TRAVEL FUNDS

NOTE: READ DIRECTIONS BEFORE COMPLETING THIS FORM AND INCLUDE ADDITIONAL NAMES OF STUDENTS ON A SEPARATE PAGE IF GROUP TRAVEL IS INVOLVED

Student’s Name ___________________________ Student I.D. # ___________________________

Department ___________________________ Graduate Program ___________________________

Name of Sponsoring Graduate Faculty: __________________________________________________

Complete Local Mailing Address of Student: _____________________________________________

Local Phone ___________________________ email Address _____________________________

Name of Conference (DO NOT ABBREVIATE) ___________________________________________

Dates of Travel __________________________

Location of Conference (City and State): _____________________________________________

Estimated Costs: Transportation _____ Registration _____ Housing _____ Total of Estimated Costs _____

Did you receive any other funds from the Office of Graduate Studies? _____Yes _____ No
If yes, how much? ________ When? __________ For what purpose? ____________________

If presenting: attach the letter of acceptance, abstract of presentation proposal and relevant conference materials.

If not presenting: attach conference program materials and describe the conference follow-up activity (ies) for information sharing (see #5 in directions above): __________________________________________________________

NOTE: All the above information is correct to the best of our knowledge. If approved, and in order to receive reimbursement, we understand that it is student’s responsibility to complete and submit the Travel Expense Report to the Office of University Graduate Studies after getting the signature of the Graduate Program Director or Department Chair. We also understand that if travel funds are approved, the student will be required to present acquired knowledge upon return.

Student’s Signature: ___________________________ Date: ___________

Sponsoring Graduate Faculty Signature ___________________________ Date: ___________

FOR OFFICE USE ONLY- NOT TO BE COMPLETED BY THE GRADUATE STUDENT

Date Received by the Office of University Graduate Studies _____ Enrollment Verified for semester of travel _____

_____ Approved  Amount _______

_____ Disapproved  Reason __________________________

Signature __________________________________________ University Graduate Studies Date

GSO travel form (revised May 2015)