**Eberly College of Arts and Sciences**

**Graduate Student Travel Assistance Program - Guidelines**

The Office of the Dean of the Eberly College of Arts and Sciences recognizes and appreciates the contributions that our graduate students make to the research, teaching, and service missions of the Eberly College. To this end, the Eberly College of Arts and Sciences will assist in the support of graduate student travel expenses within the following guidelines:

* Awards will be considered for students with travel expenses related to the presentation of their work at a professional meeting. *Please enclose proper documentation.*
* The maximum award for any student is $200.
* Funding will be provided in the form of a reimbursement only for actual costs incurred for meals, transportation, registration fees, and lodging not to exceed the amount of the award. This program will reimburse no other expenses.
* Each student may receive support from this program only one time during the fiscal year (July 1 – June 30).
* Requests to fund travel by several students to attend the same meeting or conference should be submitted together, and students are expected to share expenses and the award.
* The number and amount of awards are limited by the resources available to the College at the time of the request. **A limited amount of funding will be available Fall and Spring semesters and will be provided on a first come-first serve basis until it is depleted.**
* Priority will be given to requests from doctoral students.
* No changes to the itinerary are permitted. If a student receives an award and later decides to participate in a different conference, he/she forfeits the award and is ineligible for funding for the remainder of the fiscal year. The funds will be provided to another eligible student.
* Travelers must adhere to the University’s travel guidelines, including the use of National Travel for travel arrangements, and compliance with the Higher Education Travel Rule.

**Please Note**: At the present time, these funds will not be used to accommodate travel expenses related to research.

**DEADLINE FOR SUBMISSION:** All travel requests MUST be submitted PRIOR to departure. Requests must be received on or before June 1 to be considered for the current fiscal year.

**Eberly College of Arts and Sciences**

**Graduate Student Travel Assistance Program - Application**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date |  | | | | | | |
| Name |  | | | | | Student ID |  |
| Email |  | | | | | Phone Number |  |
| Major |  | | | | | | |
| Degree Program (Ph.D., Ed.D., etc.) | | | | |  | | |
| Purpose of Travel | |  | | | | | |
| Conference Title | |  | | | | | |
| Title of Paper/Poster Session | | | |  | | | |
| Date(s) and Destination: | | |  | | | | |

|  |  |  |
| --- | --- | --- |
| **Estimated Expenses** | **Departmental or**  **Personal Contribution** | **Total Cost** |
| Registration Fee: |  |  |
| Mode of Transportation  Airline:  Personal Car @ $.535/mile:  Other: |  |  |
| Lodging:  Number of nights \_\_\_\_\_ @ \_\_\_\_\_ |  |  |
| Meals:  Number of days \_\_\_\_\_ @ \_\_\_\_\_ |  |  |
| Parking/Taxi/Other: |  |  |

|  |  |
| --- | --- |
| **Total amount of funding requested (maximum $200): $** |  |

Have you applied for support from the Eberly College of Arts and Sciences Graduate Student Travel Assistance Program for the current academic year?

\_\_\_\_\_YES \_\_\_\_\_NO Amount received: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that, to the best of my knowledge and belief, all of the information on this form is correct and adheres to the program guidelines.

*Students: Please send this completed application to your department chair via email.*

**Departmental Approvals**

I have read this request and recommend funding. The expenses listed are reasonable. Support of this request will be professionally beneficial both to the student and to West Virginia University. I verify that no other research grant support is available to support this travel. In sharing in the support of this request, the college and/or department will provide funding in the amount of

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I have verified that the student is currently enrolled in the degree program identified on page on the application.

Department Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

*Chairs: Please use this application to complete your graduate travel spreadsheet and submit the spreadsheet to the Dean’s Office by the first Monday of each month.*

**Chairperson Submit Electronically with Approval to:**

[**srodehea@mail.wvu.edu**](mailto:srodehea@mail.wvu.edu)