

Office of the Provost

Doctoral Student Travel Program - Guidelines

The Office of the Provost will assist in the support of graduate student travel expenses to professional society meetings. You must apply through your college or school for the support.

Eligibility:

- Any doctoral student attending a professional meeting to present a paper or poster, serve on a panel, or participate in some other active and significant way is eligible to apply for travel support. If there are fewer requests than available funds, consideration may be given to requests from students in master's degree programs. Please include an abstract acceptance or other supporting documentation indicating your participation.

Funding Restrictions:

- The maximum award for any student is \$400.
- Departments are expected to contribute a portion of the cost of student travel
- Colleges may provide joint awards to students presenting a paper together or attending the same conference. However, each student may receive all or part of only one travel award during each fiscal year (July 1 through 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 (July 1st – Dec 31st) and Spring (Jan 1st – June 30th) semesters and will be provided on a first come-first serve basis until it is depleted.**
- Allowable expenses include registration fees, transportation, and lodging.
- 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.

Prior approval and reimbursement guidelines

- All expenditures and reimbursements must follow appropriate West Virginia University procurement and travel regulations (<http://procurement.wvu.edu/home>).
- Students should contact their college Expert Business Office (EBO) or departmental representative to ensure that they obtain prior approval if needed and that they obtain and submit appropriate documentation for all expenses.
- Students will be reimbursed in the form of a lump sum check for their approved expenditures. Reimbursement checks will be mailed to the student's local address. Requests for reimbursement must be received on or before June 1 of the current fiscal year.

Prior approval and reimbursement guidelines (continued)...

- If your expenses total less than the award, the remaining funds will be used to support other student awards.
- Reimbursement requests should be submitted to your department no later than 30 days after the end of your activity. Failure to meet this deadline will result in forfeiture of the award.

Application Procedures:

- Requests should be made by completing the attached application form and obtaining the necessary approvals.

DEADLINE FOR SUBMISSION:

- All travel requests **MUST** be submitted to the college **PRIOR** to departure.
- Applications for this program are due to the college on the 1st business day of each month. We recommend that applications are received by department chairs 1 to 2 weeks prior to the start of each month to allow for departmental approvals.
- Applications must be received on or before June 1 to be considered for the current fiscal year.

DEADLINE FOR RECONCILIATION:

- All receipts related to actual costs incurred for transportation, registration fees, and lodging **MUST** be submitted to your department within 30 days of your activity end date to ensure reimbursement. Meal receipts are not required.

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Doctoral Student Travel Program - Application

Student's Full Name			
Student ID		Today's Date	
MIX Email Address			
Activity Start Date		Activity End Date	
Degree Program		Department	
Purpose of Travel			
Conference Title			
Destination			
Title of Paper/Poster Session			

Item Description	Quantity	Unit Cost	Total Cost
Registration Fee:			
Airline:			
Personal Car (Mileage):		\$0.58/mi	
Lodging:			
Parking/Taxi/Other:			

Total amount of funding requested (maximum \$400): \$ _____

Have you applied for support from the Office of the Provost Doctoral Student Travel program for the current academic year?

____ YES ____ NO Amount received: \$ _____

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.

Signature of Student _____ Date _____

Students: Please send this completed application and all supporting materials 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 and all applicable to the Dean's Office by the first business day of each month.

Chairperson Submit Electronically with Approval to:
ECAS-GraduateTravel@mail.wvu.edu