



## GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

### TRAVEL AWARD INSTRUCTIONS

*Last revised Tæ&@CFJ*

#### GENERAL INFORMATION

The purpose of the GPSA travel award program is to assist graduate students with funding for academically related travel needs, thus enhancing the ability of graduate students to pursue various activities and professional development within their fields. The travel award is designed as a monetary source of last resort, available to those students unable to acquire funding through their departments, individual research grants, and/or the professional society or organizers hosting the conferences or events. Eligible activities include traveling to conferences, meetings, performances, or workshops; conducting research in the field and at laboratories, libraries, archives, or museums. Preference is given to participatory activities that maximize both the University of Idaho's visibility and the student's potential for professional development. The funding that GPSA can provide, if any, is not designed to cover total travel expenses; therefore, applicants are encouraged to seek other sources of funding.

#### ELIGIBILITY AND AWARD TERMS

Any current **full time** graduate student enrolled at the University of Idaho is eligible for a GPSA travel award, **unless the applicant's department is in default with the GPSA. When a department is unrepresented for more than two meetings in one semester or for two meeting in a row a department is considered in default** (See attendance sheet at the GPSA website to check if your department is in default). Students are eligible to apply for up to two funding periods before their trip and one after. Applicants enrolled full time during the spring semester and traveling during July 1 to the subsequent fall semester shall be considered "regularly enrolled" for the summer sessions and entitled to travel award benefits. Participation in GPSA activities, including acting as a department representative, does not enhance or reduce the applicant's chance of receiving an award. Members of the committee are also eligible but cannot evaluate their own proposals. **Students presenting their work in a conference or exposition/event/meeting may be required to participate at future UI GPSA events. Please acknowledge the support of the GPSA in produced materials and/or presentations. Submitting an application does not guarantee funding.**

**Students are eligible for one travel award per fiscal year (July 1 to June 30).** The maximum amount that may be awarded to any student per award is **\$900** for students traveling internationally, **\$700** for students traveling nationally and **\$350** for students traveling regionally (WA, ID, OR).

The travel award committee reserves the right to lower successful applications by an equal percentage (you will receive no less than 70% of amount requested) to stay within budget. In the event that there are more successful applicants than money in an award period preference will be given to students who have not received prior travel awards and/or who are presenting at a conference or meeting. Travel award funds may only be used for transportation, meals, accommodations, and registration fees. Travel costs are reimbursed after the travel has been completed (see Reimbursement Procedures). **The GPSA does not honor requests for advanced funds.**

## SELECTION PROCESS AND NOTIFICATION

In the event that more eligible applications are submitted than the budget can accommodate, the committee will first determine if granting partial awards (no less than 70% of the amount requested) can reasonably accommodate all applicants. If not, award recipients shall be selected via a lottery system. Eligible applications not selected by lottery may remain eligible for the next award period at the request of the applicant, granting that the application meets the criteria below. **Students may apply for the two application deadlines immediately preceding their travel and the application deadline immediately following their travel.** A student who does not receive a travel award during the submitted grant period may resubmit his/her travel award application. Award application must be individual in nature and content; group applications will not be considered. When traveling within a group, every member needs to submit an individual application reflecting his/her own individual work and costs. Prior to selection, applications are screened to make sure they have an eligible department representative. The applications will also be screened to ensure completeness of the packet. Applicants from a department in default and applications that are missing any of the required documents or are not in the correct order (see Application checklist) will be rejected without further review. **Depending on the number of applications and funding available, applicants may or may not receive an award or partial award. Incomplete applications, late applications or those that contain inaccurate or false information will not be reviewed.** The committee will review applications and notify applicants of the outcome of their applications within three weeks of the travel award application deadline. **All materials submitted become property of the GPSA.** This exempts GPSA from returning accepted and rejected applications to applicants. *Make a copy of all submitted application materials for your own records.* **If you wish to appeal the committee's decision, you must contact the Travel Awards Committee at [gpsa-travel@uidaho.edu](mailto:gpsa-travel@uidaho.edu) and send a formal cover letter within two calendar weeks from the application rejection notice explaining why the application should be reconsidered.**

## DEADLINES

There are six funding opportunities per academic year (July 1 to June 30). Application deadlines are as follows: **July 15<sup>th</sup>, September 15<sup>th</sup>, November 15<sup>th</sup>, January 15<sup>th</sup>, March 15<sup>th</sup>, and May 15<sup>th</sup>.** Applications must reach the GPSA drop box outside of room 201 Morrill Hall before 4:00 PM on the deadline date. GPSA will not be held responsible for applications that are mailed or delivered through inter-campus mail that are lost and do not reach the GPSA drop box in time. To ensure your application is received, email [gpsa-travel@uidaho.edu](mailto:gpsa-travel@uidaho.edu) to confirm its arrival. When the deadline falls on a weekend, school break, or holiday, applications are due at noon on the following working day unless otherwise publicized.

## REIMBURSEMENT PROCEDURE

**All GPSA travel awards are paid by reimbursement when the student returns.** Reimbursement can only be made for out-of-pocket expenses; no reimbursement will be made for the travel expenses purchased with bonus points (e.g., frequent flyer programs), vouchers, or any other form of in-kind payment. Reimbursement is conditional on original confirmable receipts of travel and participation (note that the original back page of an airline ticket, if traveling by air, may be required). In case of co-funding you need to present original receipts not covered by the additional funding source. Receipts for reimbursement must be turned in **within sixty (60) days** after returning from travel. Upon receiving a travel award and returning from travel download the Reimbursement Form from the GPSA Vandalsync page. **Submit original receipts with the GPSA Travel Reimbursement Form to Laurel Meyer ([laurelm@uidaho.edu](mailto:laurelm@uidaho.edu)) in Commons 302G.**

## Application Checklist

Note: Funds are distributed on a competitive basis through a formal application process.

**The application must be TYPED (except where noted otherwise) & all application materials must be STAPLED in the following ORDER:**

1. GPSA Travel Award Application Form (*four pages*) (*starting with the GPSA Travel Grant Summary*). Every section on the application must be **completely filled out**. The form for the **current academic year** must be used. Before filling out your application, review pages 1-3 of this application packet. **Please avoid acronyms.**
2. Student cover letter (*one page maximum*). **This is where you justify to the GPSA Travel Committee why we should financially support your travel.** This letter must be **SIGNED** and must address the following: A) purpose of travel, B) dates of travel, venue/place (if dates of travel are longer than meeting/research dates an explanation is needed), C) relevance (the direct benefit) to applicant **AND** the benefit to the University of Idaho, D) any additional funding applied for and/or secured for proposed travel (departmental or otherwise), and E) a summary of proposed work (i.e. not just your abstract).
3. Letter from your faculty advisor or a member of your graduate committee on **official department letterhead** (*one page maximum*). This letter must be **SIGNED** and must address the following: A) describes the value of the student travel/participation, B) other travel money available from the department, individual research grants, or professional association hosting or inviting the student's participation, and/or C) specifies money available for student travel. It is the applicant's responsibility to ensure the faculty letter covers A-C.
4. Evidence of participation **from the event sponsors**. In **ALL CASES**, the applicant's name **MUST** appear on the official letter/registration/payment confirmation. If the conference event HAS NOT yet occurred: a copy of abstract acceptance letter OR registration payment/confirmation. If the event HAS occurred: a copy of registration/payment confirmation **IS NECESSARY**. Name badges are not accepted evidence of participation.
  - a. If applying to attend a WORK MEETING (i.e. not a conference), LAB, or FIELD WORK/VISIT: (1) a separate document/letter must be included, written by the applicant stating the nature of work, (i.e. where you will be going, what you will be doing), **AND** (2) an additional letter **on official letterhead** **SIGNED** from person(s) who invited you/who you are meeting to confirm your participation and role in the proposed activity.

Submit the completed GPSA Travel Award Application *before 4:00 pm*  
to the GPSA drop box:

**201 Morrill Hall**

-OR- by mail (application must be received before deadline):

**GPSA – Travel Awards Committee, University of Idaho  
875 Perimeter Drive, MS3004, Moscow, Idaho, 83844-3004**

**GPSA Travel Award Application Form****GPSA Travel Grant Summary*****(Section to be filled out by applicant)***

<b>Name:</b>	<b>Department:</b>
<b>Type of degree:</b> Master    Ph.D.    Other (specify):	

***(Section below to be filled out by GPSA officials only)***

<b>Date Reviewed:</b>			
<b>Did the applicant receive an award?</b>	<b>YES</b>	<b>NO</b>	
<b>If NO, reason:</b>			
<b>If YES, how much was awarded?</b>	<b>\$</b>		
<b>Travel distance:</b>	<b>International</b>	<b>National</b>	<b>Local</b>
<b>Date of Travel:</b>			

<b>Reviewed by</b>	<b>Date:</b>
<b>Reviewed by:</b>	<b>Date:</b>

<b>GPSA Award Committee Chair Signature:</b>	<b>Date:</b>
<b>GPSA President or Vice-president Signature:</b>	<b>Date:</b>

## Application Form

<b>A. Personal Information</b>	
Applicant Name:	E-mail ( <i>@uidaho or @vandals.uidaho only</i> ):
Department:	
Department Chair:	Phone number:
Major Advisor:	Phone number:
Department Administrative Assistant:	Phone number:

<b>B. Travel Information</b>	
Name of conference, event, workshop, laboratory, field location, etc. (Avoid acronyms):	
Destination (city, state, country):	
Travel dates ( <i>mm/dd/yr-mm/dd/yr</i> ):	
Dates of <u>actual</u> meeting/research ( <i>mm/dd/yr-mm/dd/yr</i> ):	
Mode of travel (click appropriate box(es) below): <input type="checkbox"/> Car <input type="checkbox"/> Airplane <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Other (explain):	

<b>C. Participation information</b>		
<i>(Check the most appropriate answer to <b>each</b> of the following questions):</i> Yes    No		
Attending a conference or meeting(s)		
Participating in a workshop, laboratory, or field work/visit <i>*see 4a on p. 3.</i>		
Presenting a poster		
Giving an oral presentation or performance with someone else		
Giving an oral presentation or performance alone		
Will you be applying or interviewing for jobs/networking?		

<b>D. Budget Information</b> (Filled out completely: include breakdown of expenses in Details column. If receiving support from other sources note in this section, section G, and in letters)					
Category	Amount (\$)	Details			
Registration	\$				
Transportation	\$	Car Rental: \$	Taxi/bus/train: \$	Airfare: \$	Gas (\$0.535/mile) \$
Lodging	\$	Hotel/hostel (\$/per day X # of days= total):			
Meals	\$	* Per diem, when meals are <b>not</b> included in event registration [\$45/day in Idaho and \$51/day out of Idaho (\$/per day X # of days= total)]:			
<b>SUBTOTAL COST OF PROPOSED TRAVEL</b>	\$	Estimated total cost of the proposed travel.			
<b>FUNDS SECURED FROM OTHER SOURCES</b>	\$	Including but not limited to departmental funds, registration or society support (section G) and student and faculty letters			
<b>REMAINING EXPENSES</b>	\$	← Subtract the funds secured from the total expense.			

<b>E. Funding Information</b>	
Dollar amount requested from the GPSA should not exceed last row of section D (Note: may request <b>up to</b> \$900 for international, \$700 for national, and \$350 for regional travels [ID, OR, and WA])	\$
Have you ever received a GPSA travel award before? (click appropriate box) Yes          No	
If yes, list month and year of all the most recent GPSA travel awards received:	
1.	2.
3.	4.

<b>F. Student Registration Status [Note: Section F can be handwritten]</b>	
Certifies that _____ is a <b>full-time</b> graduate student in good standing in the department as of ____ / ____ / ____	
Signature of Department Chair or Administrative Assistant:	Date:
Print Name:	Phone number:

**G. Declaration of Funding (filled out by applicant and initialed by Department Chair)**

Due to limited resources, the GPSA travel awards should be considered **a monetary source of the last resort**. It is not intended to subsidize or reimburse a department for graduate student travel, nor is such funding intended to reimburse project funds of individual faculty members within a given department. Instead, it is intended to help graduate students participate in professional functions who have no other sources of funding. **It is the student's responsibility to disclose secured and non-secured funding sources to the Department Chair. [Note: Section G can be handwritten]**

**Department Chair** please provide **initials** in the appropriate box(es):

	The GPSA award applicant will NOT receive any funds from or through your University department.
	The applicant can expect to receive matching department funds in the following amount: \$ _____ or _____ % of the GPSA award.
	The applicant has received funding regardless of GPSA funding from the following source(s) for the amount(s) provided ( <i>including but not limited to registration or society support</i> ): Source: _____ Amount in \$: _____ Source: _____ Amount in \$: _____
	The applicant has applied for funding (but funding is not yet secured) from the following source(s) for the amount(s) provided ( <i>including but not limited to registration or society support</i> ): Source: _____ Amount in \$: _____ Source: _____ Amount in \$: _____

**H. Acknowledgement/Verification [Note: Section H can be handwritten]**

**By SIGNING below, we guarantee that, to the best of our knowledge, the information provided in this travel award application packet is correct.**

**(All signatures are required for consideration for the GPSA travel award.)**

Applicant:	Date:
Major Professor:	Date:
Department Chair:	Date: