

**DOCTORAL STUDENT TRAVEL SUPPLEMENT
COLLEGE OF SCIENCES / GTRC**

Date _____

A request for travel supplements from the College of Sciences can be made only by a doctoral student within one of the units in the College who is attending national or international conferences and is the presenting author (senior author) of a research paper. Follow procedures on reverse side of this form.

Name _____ Department _____

Conference _____

Location of Conference _____

Dates of Conference _____

Total estimated costs for attending conference

Transportation	\$ _____	Other Travel	\$ _____
Food & Lodging	\$ _____		
Registration fee	\$ _____	Total Costs	\$ _____

List date(s) of any other College-assisted travel _____

Statement of justification _____

Student Traveler Signature _____

<u>Approved Funds</u>	<u>Amount</u>	<u>Approved Signature</u>
School/Department	\$ _____	_____
Graduate Student Senate	\$ _____	_____
College/GTRC*	\$ _____	_____

***Note: The College of Sciences/GTRC normally will match the smaller of the two contributions from either the School or the Graduate Student Government.**

DOCTORAL STUDENT TRAVEL COLLEGE OF SCIENCES

1. Student first requests travel support from within the School (unit). If provided, student contacts the travel coordinator for the school to complete a Request for Authority to Travel.
2. Student obtains copy of Request for Authority to Travel listing amount provided by the school, along with the School Chair's or P.I. approval signature. Travel Coordinator HOLDS the original Request for Authority to Travel, pending e-mail notification from Graduate Student Senate and Dean-College of Sciences (school internal process may differ).
3. Student requests travel support from the Graduate Student Senate, INCLUDING completion of the COS/GTRC Doctoral Student Travel Supplement Request form (on reverse side).
4. On the COS/GTRC Doctoral Student Travel Supplement Request form (reverse), the Graduate Student Senate indicates whether the student is a qualified doctoral student in the College of Sciences and the amount of support, if any, being provided by the Graduate Student Senate.
5. Graduate Student Senate notifies the student and the major school's travel coordinator of the amount awarded.
6. The Graduate Student Senate forwards the form to Dean-College of Sciences. If eligible, the Dean-College of Sciences will notify the Schools travel coordinator of the amount awarded, which will reflect the lower of the two awarded sources (School & GSS).
7. The student, after returning to campus from travel, completes a Travel Expense Statement and submits the statement, together with necessary receipts, to the major school's travel coordinator. The travel coordinator distributes the charges between the various accounts, first using the full amount of funds provided by the school, and splitting the remainder, if any, equally between the Graduate Student Senate account and the COS/GTRC account. Project numbers to charge will be assigned in each area.
8. The major school travel coordinator forwards the original Travel Expense Statement to the Dean - College of Sciences for processing. The travel expense statement is then forwarded to the Graduate Student Senate for approval and it is then forwarded to Accounts Payable for check processing.
9. COS funding is limited to one trip per student per fiscal year.