

## School of Engineering (SoE) Graduate Student Travel Funds Policy

Graduate students attending a national or regional meeting may apply for funds through the School of Engineering differential fee account. Students must be presenting a paper or attending sessions that will enhance research or KU employment, and indicate how their attendance benefits the University. Students must show proof that a paper has been accepted for presentation or attach an agenda of workshops that they will be attending.

**Applications may be submitted once per academic year (summer through spring); deadlines are:**

- Fall (start of classes through December) – Deadline is third Friday in August
- Spring (January through May) – Deadline is first Monday in November
- Summer (June through mid-August) – Deadline is first Monday in May

*Applications submitted after these deadlines will be considered on funding availability.*

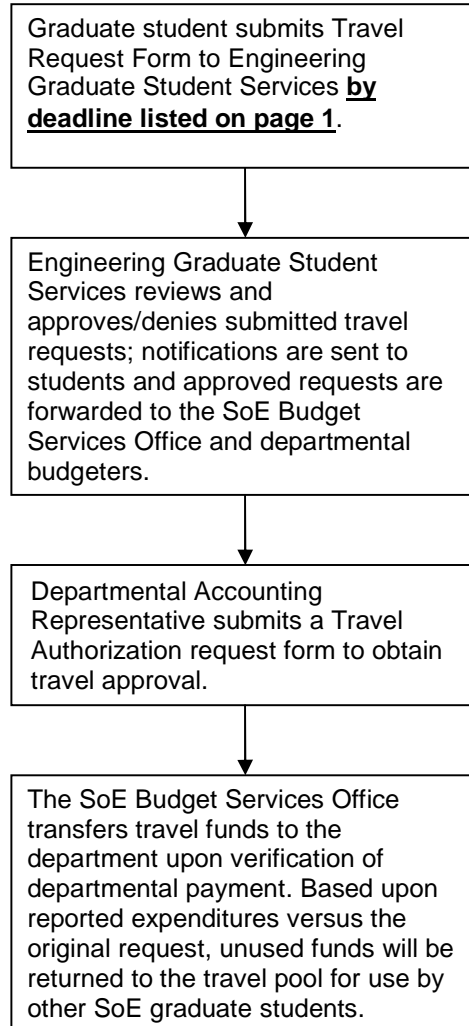
### Policy

Administration policy, specific funding criteria, and procedures for application and administration are subject to the following constraints:

- The funds may be used *only* for travel related to the graduate student's research or KU employment.
- All funds will be allocated on the basis of the potential of the proposed travel to advance the graduate student's development, and on the graduate student's record of accomplishment. Preference will be given to Ph.D. students and to those who have not had funding in the past.
- Only degree-seeking engineering graduate students may receive funding.
- *There is no entitlement to a minimum annual amount of travel funding for any graduate student; the School will consider applications for funds up to a **maximum** of \$300 **total per fiscal year**.*
- **Travel expenses paid from this fund are contingent on fees available after the 20<sup>th</sup> day of class each semester. Students will be responsible for the recommended amount if funds do not become available.** Expenses may not exceed the amount approved; furthermore, any excess between the amount approved and the amount expended cannot remain in any departmental account for subsequent use. Departmental budgeteers will process the travel request and all reimbursement documents after the travel is completed. **Transfer of funds will only be processed for expenses submitted within 30 days of travel.**
- Departmental budgeteers will send final reimbursement documents to the SoE Budget Services Office so that any funds not utilized can be recaptured for use by other graduate students in the School.
- **All university/state restrictions on travel apply** (ticket purchase, per diem, etc.; student development) travel fund requests cannot supersede the required out-of-state travel request and travel deadlines (see [http://www.comptroller.ku.edu/central\\_accounting\\_services](http://www.comptroller.ku.edu/central_accounting_services), and/or contact departmental budgeteers for additional information and assistance). Note: graduate students traveling internationally must complete any paperwork required by the KU Office of International Programs (<http://www.oip.ku.edu/~oip/travel/dangerous.shtml>), and must adhere to 'travel warning' policies.
- Graduate students must use the attached form for submission of travel requests.

## Instructions

### *Travel Fund Request Process*



Insurance: Employees are covered by evacuation/repatriation insurance by virtue of being on the KU payroll. More information is available at: [http://www.hreo.ku.edu/benefits\\_pay/benefits\\_info/travel\\_insurance](http://www.hreo.ku.edu/benefits_pay/benefits_info/travel_insurance).

## Engineering Graduate Student Travel Request Form

Name: \_\_\_\_\_

Degree Program: \_\_\_\_ M.S. \_\_\_\_ Ph.D.      Year: \_\_\_\_\_ (i.e., M.S. – 2<sup>nd</sup> year of study)

Major: \_\_\_\_\_ KU ID: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred E-mail Address: \_\_\_\_\_

Period of Travel:      \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Attach detail of expenses and indicate if other sources of funding, such as department or grant funds, have been secured.

Purpose of Travel: Indicate how this funding will benefit you, your program, and the University.

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Relationship to graduate student development under the heading of:

\_\_\_\_\_ Research, \_\_\_\_\_ KU Employment, or \_\_\_\_\_ Other: (explanation needed below)

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Attach conference agenda, proof of paper acceptance, or other relevant information.

**Note: Information about your trip may be used in Research and Graduate Programs' publications. No personal information will be disclosed if you receive funding for travel.**

Departmental proof of reimbursement must be submitted to SoE Budget Services **within 30 days of a graduate student's return from travel.** **Any request not submitted within 30 days after travel will not be processed and the responsibility of payment/funding will fall on the department and/or graduate student.** Funds are limited, and timely submission of reimbursement documents will permit more graduate students to use this resource.

**Submit completed form and supporting materials to:**

Engineering Graduate Student Services  
Attention: Amanda Ostreko  
1 Eaton Hall

**For School of Engineering Use Only**

Approved: Dean's Representative _____ Date: ____/____/____ Amount: \$ _____	Denied: Reason(s): _____ _____
Funds transferred to Department on: ____/____/____ BTF# _____	
Departmental budgeters only need to submit a voucher # and/or PO # and the dollar amounts associated with each to SoE Budget Services.	
PO#/Voucher# _____	\$ Amount _____