

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

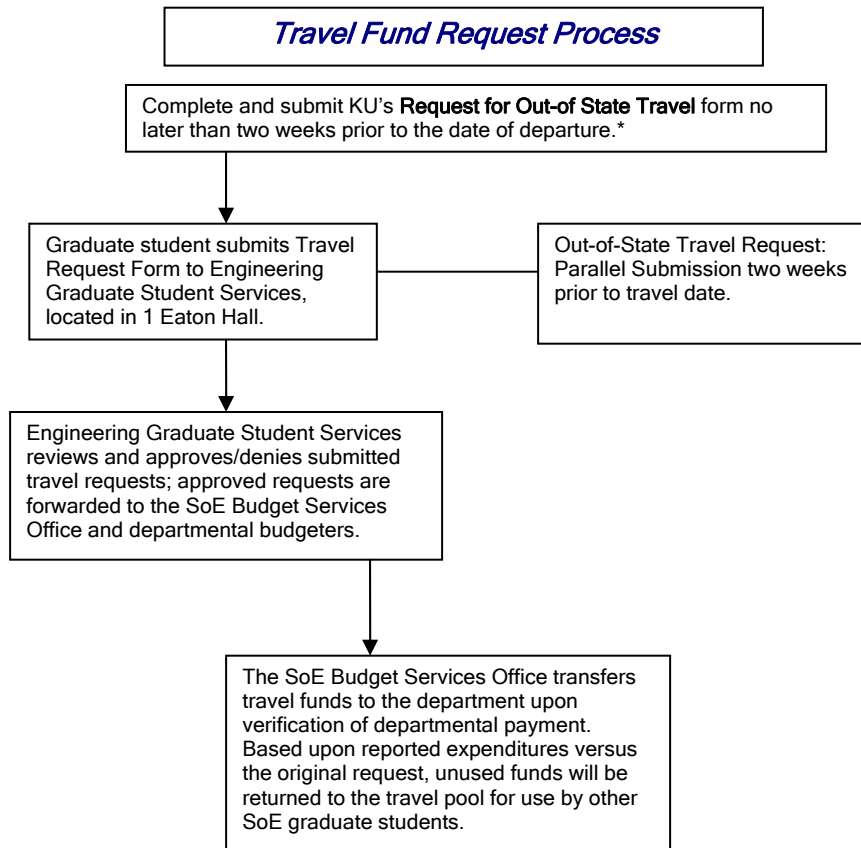
Graduate students attending a national or regional meeting may apply for funds through the School of Engineering differential fee account. Students must be presenting a paper or attending sessions that will enhance research or KU employment, and indicate how their attendance benefits the University.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

### 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.
- Only degree-seeking 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 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.**
- **The final reimbursement document will be sent 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/CASPUR/TRAVEL/travel\\_main.aspx](http://www.comptroller.ku.edu/CASPUR/TRAVEL/travel_main.aspx), 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



\* Submissions that do not meet the two week requirement may be returned to the applicant. Each department may handle this differently. For more information, contact your departmental representative: AE- Tom Kurtz, C&PE- Joseph Morgison CEAE- Georgia Porter, EECS-JoAnn Berner, ME-Lucas Jacobsen

**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)**

## Graduate Student Travel Request Form

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

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

Major: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

Amount Requested: \$ \_\_\_\_\_ (attach detail of expenses)  
(The total amount of travel awards to a graduate student cannot exceed \$300 per fiscal year; departments are welcome to supplement funding requests that exceed the maximum limit.)

Purpose of Travel (you must indicate how it benefits the university):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relationship to graduate student development under the heading of:  
\_\_\_\_ Research, \_\_\_\_ KU Employment, or \_\_\_\_ Other: (explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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.***

Departments 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, 1 Eaton Hall.**

**For School of Engineering Use Only**

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