GRADUATE ENGINEERING ASSOCIATION (GEA) TRAVEL AWARD APPLICATION
INSTRUCTIONS AND POLICIES

Starting spring 2017, GEA has transitioned to an online form for the GEA Travel Fund application. Due to the large number of students seeking funding, any application that does not meet these guidelines will not be considered, so please read the policy and instructions carefully.

If you have any questions, please feel free to email GEA directly at: gea@ku.edu.

APPLICATION LINK:

https://engr.ku.edu/graduate-student-travel-request-form

Graduate Student Travel Funds Policy

Graduate students attending a national or regional meeting may apply for funds through the School of Engineering differential fee (094) account, which is administered through the Graduate Engineering Association (GEA). Students must be presenting a paper, poster, participating in a competition, receiving an award 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 or poster has been accepted for presentation, their request to participate in a competition or receive an award or attach an agenda of workshops that they will be attending.

Applications submitted after the deadlines will not be considered for that semester.

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 education. Only degree-seeking engineering graduate students may receive funding.

- 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 students who: (1) are doctoral students, (2) are in their last semester of graduate study, (3) are leading a podium presentation at a conference, (4) have a strong letter of recommendation from a faculty member (5) are receiving a prestigious award for their research, and (6) have not had funding in the past.

- GEA travel funds may be awarded up to 2 times for master’s students and 4 times for PhD students over the length of each graduate career.
• Travel expenses paid from this fund are contingent on fees available after the 20th day of class each semester. Students will be responsible for the recommended amount if funds do not become available. Departmental budgeters 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 budgeters will send final reimbursement documents to the Engineering 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, and/or contact departmental budgeters 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.

• GEA will consider applications for funds requested from GEA up to a maximum of $500 total per application. The total trip cost may exceed $500, but the total amount requested from GEA must be equal to or less than $500.

• Students can seek funding for traveled conferences from GEA if the student did not previously seek funding for GEA for the same conference and the conference was held in the previous semester. Travel applications from two semesters before will not be considered.

• After the student completed the application, the student automatically receives an email from GEA regarding the submission. If you complete the form but you did not receive an email from GEA, immediately contact GEA by gea@ku.edu. Your recommender will only receive an email if you successfully submit the form.

• The faculty receives an automatic email from GEA after the student successfully submits the application form. The deadline for faculty recommendation is one week after the application is closed. However, it is student’s responsibility to ensure the submission of the recommendation letter and the applications without recommendation will not be considered. If your advisor does not receive an email which provides an access to recommendation form, please contact gea@ku.edu.

• Due to limited funding, GEA only accepts one application per semester.