

Graduate Student Travel Assistance Guidelines

Purpose:

This form is intended for graduate students seeking financial assistance for academic or professional travel when other funding sources are unavailable or do not fully meet the need. Applications are reviewed by the Graduate Student Advisory Board (GSAB) President and the Graduate School. Requests are subject to approval and the availability of funds.

Funding Requirements:

All other potential funding sources (advisor, department head, and program dean) must be explored before submitting this application. Requests are subject to approval and availability of funds. Funding can only be used for travel expenses (plane ticket, hotel expenses, per diem, registration, etc.).

Funding Priority:

Priority funding will be given to students who are presenting their research (oral presentation or poster).

Funding Amount:

Awards typically range from \$500–\$600 per student.

Application Deadline:

Applications and all supporting materials must be submitted to the Graduate School—either in person or via email at gradschool@mtech.edu—by the start of the semester prior to the intended travel.

Spring Deadline:

First week of Fall Courses

Summer Deadline:

First week of Spring Courses

Fall Deadline:

First week of Summer Courses

Example: If you plan to travel in the fall semester, submit your application at the beginning of the summer semester.

Application Preparation:

The Graduate School does not provide assistance with completing applications. Students should work with their advisor or department head for guidance.

Application Completion:

Incomplete or partial applications will not be accepted. All required materials must be submitted together, with the exception of post-travel documents. If approved, travel expenses will be reimbursed following completion of travel.

Payment and Reimbursement Process:

Students should coordinate with their department to make purchases using the department's pro-card, charged to Index: BI6180. These expenses will be reimbursed by the Graduate School upon final approval. After approval, all documentation will be forwarded to the Research Office for processing.

Travel Funding Documents Checklist:

1. To be completed *before* travel has taken place:
 - a) [Travel Authorization Form](#) (attached below)
 - b) **Funding Signature Sheet** (attached below)- All other funding sources — including your advisor, department head, and program dean must be explored. Any funding already secured must be disclosed.
 - c) **Advisor Nomination and Recommendation (5 points)**
 - i) Advisors must confirm whether they lack sufficient funds to support the student’s travel via email or attached to this form.
 - ii) The recommendation should highlight key benefits of conference attendance for the student’s academic and professional growth.
 - d) **Personal/Professional Statement (10 points)**
 - i) A letter outlining the student’s qualifications and motivation for attending the conference.
 - ii) Clearly stated goals for conference participation, such as attending professional presentations, networking with industry leaders and journal editors, and exploring collaborative opportunities.
 - iii) Justification for financial assistance.
 - e) **Research and Thesis Progress (7 points)**
 - i) Submission of a research abstract or a detailed proposal for review, regardless of acceptance status.
 - ii) Summary of research milestones and key findings.
 - iii) Indication of presentation format (oral, poster, or both).
 - f) **Student Standing and Professional Engagement (8 points)**
 - i) Membership in professional associations (if applicable).
 - ii) Enrollment status: PhD or master’s student in at least their second year.
2. **Post Travel Documents: To be completed *after* travel has taken place**
 - a. **Receipts** - Please keep all receipts for relative expenses as these will need to be provided for reimbursement.
 - b. [Travel Expense Form](#)

GRADUATE STUDENT ADVISORY PRESIDENT/ TRAVEL CHAIR SIGNATURE	DATE
Approved	Not Approved
Notes:	
GRADUATE SCHOOL DIRECTOR SIGNATURE	APPROVE
	YES No
Graduate School Index to be charged for reimbursement	Index: BI6180

Please be sure to provide the most accurate estimate of all costs you think you will incur.

Travelers ID 790#: _____

Employee Name: _____ Address: _____

Department: _____ Business Purpose: _____

Airline Travel-Departure time begins 1 1/2 hrs prior to actual departure time
 Destination: _____ Departure Date: _____ Time: _____ Return Date: _____ Time: _____

I am combining this trip with personal travel: Yes No (If yes appropriate documentation must be attached showing there is no additional cost)

For International Travel-
 International Travel Registration Complete: Yes No

Estimated Trip Expenses:

Personal Vehicle \$ 0.00 # of Miles _____ Rate _____ Mile Justification _____

Rental Car Rental Car Vendor _____ Rental Cost _____ Rental Car Gas _____

Airfare \$ _____

Baggage \$ _____

Taxi/Shuttle \$ _____

Parking \$ _____

Lodging \$ _____

Registration \$ _____

Miscellaneous \$ _____

Meal Per Diem \$ 0.00

Request for Actual Nightly Lodging Cost (if federal rate is exceeded)	
In-State (check one)	Out-of-State
<input type="checkbox"/> Lodging costs temporarily unavailable, due to season demand or to special functions.	<input type="checkbox"/> Government rates were requested and were not available at hotel where the conference is; AND
<input type="checkbox"/> Emergency travel arrangements precluded being able to find accommodations at state rates.	<input type="checkbox"/> Necessary for purposes of accessibility and/or security to stay at the conference hotel OR
<input type="checkbox"/> Remote location with limited accommodations within 15-mile radius precluded accommodations at state rates.	<input type="checkbox"/> Government rates are not available at another hotel within a reasonable distance from the convention hotel. OR
	<input type="checkbox"/> Emergency travel arrangements precluded being able to find accommodations at federal rates.
Rate Approved: \$ _____	Rate Approved: \$ _____

Time Ranges	Calculator	Number	Foreign	US Rate	Dollars	Index	Account	Activity	Amount	Per Diem Advance Amt
12:01 AM - 10:00 AM	Breakfast			\$ 8.25	\$0.00					\$ -
10:01 AM - 3:00 PM	Lunch			\$ 9.25	\$0.00					Travel Advance Amt
3:01 PM - Midnight	Dinner			\$ 16.00	\$0.00					\$ -

Do you wish to receive the meal per diem before you travel? If yes, enter below.

Foreign/Other

Only for Foreign & Student Travel. Advance requests must exceed \$50, enter amount above.

Total Trip Expense \$ 0.00

*** Note - Accounts Payable payments are issued on Thursdays only ***
Please Use A/P Direct Deposit if possible

Prepared by: _____ Title: _____ Date: _____

Phone: _____

I certify that I have accurately estimated ALL Business related costs to the best of my ability. The Total Trip Expense above is the maximum I am authorized to spend on travel.

The travel will be completed by the lowest reasonable cost method, and I will comply with all UM Travel and Procard Procedures

Approval: Travelers Signature: _____ Date: _____

Supervisors Signature: _____ Date: _____

Graduate Student Travel Assistance Application Form

[Funding Signature Sheet](#)

All other potential funding sources — including your advisor, department head, and program dean — must be explored before submitting this application. Any funding already secured must be disclosed below; applications without this information will not be considered by the Graduate School.

STUDENT NAME		ID #
CONFERENCE DATE:	CONFERENCE LOCATION:	

ADVISOR PRINT	
ADVISOR SIGNATURE	DATE
FUNDING AMOUNT:	\$
FUNDING TO BE USED FOR:	

DEPARTMENT HEAD PRINT	
DEPARTMENT HEAD SIGNATURE	DATE
FUNDING AMOUNT:	\$
FUNDING TO BE USED FOR:	

DEAN PRINT	
DEAN SIGNATURE	DATE
FUNDING AMOUNT:	\$
FUNDING TO BE USED FOR:	