

Graduate Student Travel Policy (2019-20)

The School of Education (SOE) will dedicate a fraction of its discretionary funds to support the presentation of scholarly work at regional and national conferences. The amount of funding will vary from year to year, and each fall, the Director will determine what the SOE can offer to faculty and graduate students who apply for support.

Please note that students are required to submit an application form to the SOE and complete the application for the UD Professional Development Award through UD's Graduate College.

Guidelines for all travel:

- Travel is governed by UD's Travel Policy:
<http://www.udel.edu/ExecVP/policies/financial/3-07.html>
- All travel must be approved in advance. Travel that is not approved in advance cannot be reimbursed. Students will submit an application form to the SOE and complete the UD Professional Development Award application:
<https://grad.udel.edu/professional-development-award-application-form/>
- If you have a university procard, Meredith Young-Severson will be your card admin for all travel (*unless you are associated with a grant. Alissa Cope in CEHD's Financial Services Unit (FSU) will be your card administrator*).
- Personal cards can be used for travel and receipts can be submitted for reimbursement in Concur.
- Original itemized receipts are required for all travel related expenditures and Out of Pocket Expenses in excess of \$25.00 with the exception of meals and incidentals covered by the Per Diem.
- Meals and Incidentals incurred during travel are limited to the appropriate Per Diem. Any cost incurred on the UD card that exceeds the Per Diem limit will need to be reimbursed. **Alcohol is not permitted on the UD card and will not be reimbursed on personal cards.**
- Verification of expenses and submission of reimbursements must be submitted no later than 30 days after the ending date of the travel.

Graduate student travel: \$1,000 in total the 2019-20 academic year

- Graduate students are eligible for funding only when they are presenting their scholarly work at the conference for which support is requested.
- Support for graduate students will be prioritized as follows:
 - PhD students whose program requires a presentation and who are requesting SOE support for the first time.
 - Other doctoral (PhD and EdD) students requesting SOE support for the first time.
 - Masters/specialist students requesting SOE support for the first time.
 - Doctoral students who previously received SOE funds.
 - Other applicants
- Students MUST apply for support through the UD Graduate College. The SOE will supply the minimum amount of matching funds required by the Graduate College (currently \$500). See the Professional Development Award application at: <https://grad.udel.edu/professional-development-award-application-form/>
- Students will also complete a short application for the SOE so that the department can track who has applied for and received funding (see next page).
- The student is responsible for completing the UD Graduate College application upon their return and submitting a reimbursement for up to \$500. Students must complete this step in order to submit receipts to the SOE for reimbursement. (*Meals and Per diems should be charged to dept. funds ONLY. Please see your card administrator for more information.*)
- A student can only receive the UD Graduate College award two times during the time s/he is a student. Therefore, SOE will not fund more than two trips for a student during their doctoral program.
- Students will supply evidence that they presented at the conference when they submit for reimbursement (e.g., a copy of the conference program or a letter from their faculty advisor).

University of Delaware School of Education
GRADUATE STUDENT - TRAVEL REQUEST FORM

Name _____ Program _____

Destination/ Conference name _____

Departure Date _____ Return Date _____

Purpose of trip/paper title _____

Have you traveled previously, and if so, when? Please note that you may travel twice during your program.

If requesting financial support from department or grant, please complete the section below.

ESTIMATED TRAVEL EXPENSES:

RR/Flight \$ _____

Shuttle, Taxi, Bus, etc. \$ _____

Mileage @ \$0.54 (2016 mileage rate) \$ _____

Lodging \$ _____

Per Diem Meals calculation:

Per Day Rate \$ _____

of Full Days _____

days x Day Rate \$ _____

1st/last @ 75% \$ _____

Total Per Diem Meals \$ _____

Registration \$ _____

Request Parking/Other \$ _____

Estimated Total Travel Expense \$ _____

FUNDING FOR TRAVEL

\$ _____ **Grant Funds** (if applicable)

(Purpose Title)

(Purpose Code)

\$ _____ **Department Funding Requested**

(Purpose Code. SOE Office will complete this line)

\$ _____ **International Funding Request**

www.udel.edu/global/research/graduatetravelawards.html

Have you applied for a **Graduate Professional Development Award**?

Yes No

<https://grad.udel.edu/professional-development-award-application-form/>

Funding Approval
Business/Grants Administrator

Advisor/Principal Investigator Approval