GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

TRAVEL AWARD INSTRUCTIONS

Last modified October 4th, 2014

I. GENERAL INFORMATION

The purpose of the GPSA travel award program is to assist graduate students with funding for academically related travel needs, thus enhancing the ability of graduate students to pursue various activities and professional development within their fields. The travel award is designed as a monetary source of last resort, available to those students unable to acquire funding through their departments, individual research grants, and/or the professional society or organizers hosting the conferences or events. Eligible activities include traveling to conferences, meetings, performances, or workshops; conducting research in the field and at laboratories, libraries, archives, or museums. Preference is given to participatory activities that maximize both the University of Idaho’s visibility and the student’s potential for professional development. The funding that GPSA can provide, if any, is not designed to cover total travel expenses; therefore, applicants are encouraged to seek other sources of funding.

II. ELIGIBILITY AND AWARD TERMS

− Any current full time graduate student enrolled at the University of Idaho (Moscow campus only) is eligible for a GPSA travel award, unless the applicant’s department is in default with the GPSA. When a department is unrepresented for more than two meetings in one semester or for two meeting in a row a department is considered in default (See attendance sheet at the GPSA website).
− Students are eligible to apply for up to two funding periods before their trip and one after.
− Applicants enrolled full time during the spring semester and traveling during July 1 to the subsequent fall semester shall be considered “regularly enrolled” for the summer sessions and entitled to travel award benefits.
− Participation in GPSA activities, including acting as a department representative, does not enhance or reduce the applicant’s chance of receiving an award. Members of the committee are also eligible but cannot evaluate their own proposals.
− Students presenting their work in a conference or exposition/event/meeting may be required to participate at UI events. Please acknowledge the support of the GPSA in produced materials and/or presentations.
− Submitting an application does not guarantee funding.
− Students are eligible for one travel award per fiscal year (July 1 to June 30). The maximum amount that may be awarded to any student per award is $900 for students
traveling internationally, $700 for students traveling nationally and $350 for students traveling locally (Eastern Washington/ Northern Idaho/Northeastern Oregon).

- The travel award committee reserves the right to lower successful applications by an equal percentage (you will receive no less than 70% of amount requested) to stay within budget.
- In the event that there are more successful applicants than money in an award period preference will be given to students who have not received prior travel awards and/or who are presenting at a conference or meeting.
- Travel award funds may only be used for transportation, meals, accommodations, and registration fees.
- Travel costs are reimbursed after the travel has been completed (see Reimbursement Procedures). The GPSA does not honor requests for advanced funds.

III. SELECTION PROCESS AND NOTIFICATION

- In the event that more eligible applications are submitted than the budget can accommodate, the committee will first determine if granting partial awards (no less than 70% of the amount requested) can reasonably accommodate all applicants. If not, award recipients shall be selected via a lottery system. Eligible applications not selected by lottery may remain eligible for the next award period at the request of the applicant, granting that the application meets the criteria below.
- Students may apply for the two application deadlines immediately preceding their travel and the application deadline immediately following their travel.
- A student who does not receive a travel award during the submitted grant period may resubmit his/her travel award application.
- Award application must be individual in nature and content; group applications will not be considered. When traveling within a group, every member needs to submit an individual application reflecting his/her own individual work and costs.
- Prior to selection, applications are screened to make sure they have an eligible department representative. The will also be screened to ensure completeness of the packet. Applicants from a department in default and applications that are missing any of the required documents (see Application checklist) will be rejected without further review. Depending on the number of applications and funding available, applicants may or may not receive an award or partial award.
- Incomplete applications, late applications or those that contain inaccurate or false information will not be reviewed.
- The committee will review applications and notify applicants of the outcome of their applications within three weeks of the travel award application deadline.
- All materials submitted become property of the GPSA. This exempts GPSA from returning accepted and rejected applications to applicants. Make a copy of all submitted application materials for your own records.
IV. DEADLINES

- There are six funding opportunities per academic year (July 1 to June 30). Application deadlines are as follows: July 15th, September 15th, November 15th, January 15th, March 15th and May 15th.
- Applications must reach the GPSA office drop box outside of room 201 Morrill Hall before 4:00 pm on the deadline date and be deposited in the GPSA drop box. GPSA will not be held responsible for applications that are mailed or delivered through inter-campus mail that are lost and do not reach the drop box in time. To ensure your application is received either drop the application off in person or allow adequate time for the application to be received and email the chair to confirm its arrival. When the deadline falls on the weekend or holiday, applications are due at noon on the following working day.

V. REIMBURSEMENT PROCEDURE

- All GPSA travel awards are paid by reimbursement when the student returns. Reimbursement can only be made for out-of-pocket expenses; no reimbursement will be made for the travel expenses purchased with bonus points (e.g., frequent flyer programs), vouchers, or any other form of in-kind payment.
- Reimbursement is conditional on original confirmable receipts of travel and participation (note that the original back page of an airline ticket, if traveling by air, may be required). In case of co-funding you need to present original receipts not covered by the additional funding source.
- Receipts for reimbursement must be turned in within sixty (60) days after returning from travel. Submit original receipts with the reimbursement form, NOT with your travel award application.
- Upon receipt of a travel award download the Reimbursement Form from the GPSA website, or at the end of this packet.