

Graduate Student Association Travel Assistance Fund

GSA Travel Fund Guidelines 2006-2007

The GSA Travel Assistance Fund is designed to aid in reimbursing graduate students for travel to meetings, conventions, conferences, and workshops sponsored by professional organizations. Reimbursement will not be made for attendance at for-profit seminars. This fund cannot be used for research-related travel or trips to fulfill course requirements.

How am I reimbursed?

Attend the professional meeting and submit the attached application along with your **ORIGINAL** receipts to the GSA Travel Assistance Fund, Graduate School, 102 Roudebush Hall. The application will then be evaluated and processed by one of the two treasurers on-site. Completed applications must be **RECEIVED** no later than 4:30pm on the following days:

If traveling between:

August 22, 2006 – December 9, 2006
December 10, 2006 – April 27, 2007
April 28, 2007 – August 17, 2007

The deadline is:

December 9, 2006
April 27, 2007
August 17, 2007

What is an ORIGINAL RECEIPT?

You must be able to prove that you paid the amount that you are requesting. Invoices, itineraries, and bills are NOT receipts!

- If you pay by personal check, you must include the cancelled check with your application.
- If you pay by credit card, the receipt must be included and **MUST** show the last 4 digits of your credit card number.
- If you pay by money order, a copy of the money order with the receipt must be included.

What else am I required to include with my application?

- Applicants are required to submit **evidence of attendance** to the meeting specified such as flyers, registration forms, paper abstracts, etc. In the absence of such evidence, a departmental letter may be substituted. There is no need to submit an abstract book, just make a photocopy of pertinent pages.
- Applicants must indicate on the form if other sources (such as the home departments) will partially reimburse expenses incurred. If for this reason original receipts cannot be supplied, photocopies of the receipts along with a copy of the Miami University Travel Expense Report sent to Accounts Payable must be included with the application.
- Applicants can be reimbursed for travel (transportation tickets and/or gas), lodging, and registration costs. No personal mileage will be reimbursed. Phone calls and meals are **not** refundable. If you are traveling in a group, please list the names of the persons traveling with you and indicate who has submitted the receipts.
- The maximum award granted is \$300 per student per academic year (Summer I through Spring). Graduate students may apply as many times as wished up to \$300 total. However, applicants may not apply for the same event more than once. **THE AMOUNT REIMBURSED IS BASED ON THE NUMBER OF APPLICANTS EACH SEMESTER.** This means that you may not be fully reimbursed due to a high demand for funding.
- Be sure to make a photocopy of everything you turn in with the application in case something gets lost.
- A GSA Treasurer will send you an email once your application is received and verified. You will also be contacted if there is a discrepancy or question regarding your application. If you qualify for Travel Funds, your check will be processed and mailed **after** the deadline for which you are applying.

REMEMBER THAT YOUR APPLICATION IS A REQUEST FOR FUNDING AND NOT A GUARANTEE. Should you have a question, please contact one or both of the GSA Treasurers – Sandi Connelly (connelsi@muohio.edu) or Linda Hartman (hartmals@muohio.edu).