



Graduate Student Travel Policy (2020-2021)

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.

At this time, all University-sponsored or affiliated travel, including domestic travel, is temporarily suspended due to COVID-19. Funds awarded at this time may be used only for virtual conference registration.

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:
<https://sites.udel.edu/generalcounsel/policies/travel-and-business-hosting-policy/>
- 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/travel-award-application/>
- If you have a university Procard, Meredith Young-Severson will be your card administrator for all travel *unless you are associated with a grant*. Alissa Cope in CEHD's Financial Services Unit (FSU) will be your card administrator if you are associated with a grant.
- If you do not have a Procard, personal cards can be used 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.
- Verification of expenses and submission of reimbursements must be submitted no later than 30 days after the ending date of the conference.

Graduate Student Travel:

The SOE will provide to \$250 in total for the 2020-2021 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

Application and Reimbursement:

Students MUST apply for support through the UD Graduate College. The SOE will supply matching funds in the amount of \$250). See the Professional Development Award application at: <https://grad.udel.edu/travel-award-application/>

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 completion of their conference and submitting a reimbursement for up to \$250. Students must complete this step in order to submit receipts to the SOE for reimbursement.

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).

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.



Graduate Travel Request Form

Name _____ Program _____

Conference Name _____

Conference Start Date _____ End Date _____

Purpose of conference/Paper title _____

Have you presented at a conference previously, and if so, when? Please note that you may only receive SOE funding twice during your program.

ESTIMATED CONFERENCE EXPENSES:

Registration \$ _____

Other \$ _____

**Estimated Total
Travel Expense** \$ _____

FUNDING APPROVAL:

Business/Grants Administrator

Advisor/Principal Investigator Approval

FUNDING FOR TRAVEL	
\$ _____	Grant Funds (if applicable)
_____ (Grant Purpose Code)	
\$ _____	Department Funding Requested
\$ _____	International Funding Request
www.udel.edu/global/research/graduatetravelawards.html	
Have you applied for a Graduate Professional Development Award ?	
https://grad.udel.edu/travel-award-application/	
<input type="checkbox"/> Yes <input type="checkbox"/> No	