

## **WVU Office of Academic Affairs Doctoral Student Travel Program 2007-2008 Guidelines**

The WVU Office of Academic Affairs will assist in the support of doctoral student travel expenses to professional society meetings. **You must apply through your college or school for such support. Please deliver the application, with chairperson signature to 201 Woodburn Hall.**

### **Eligibility**

Any doctoral student attending a professional meeting to present a paper, serve on a panel, or participate in some other active significant way is eligible to apply for travel support.

If there are fewer requests than available funds, consideration will be given to requests from students in terminal master's degree programs.

### **Funding Restrictions**

Funding will be provided in the form of a reimbursement only for actual costs incurred for meals, transportation, registration fees, and lodging not to exceed the amount of the award. This program will reimburse no other expenses.

The maximum for any award is \$400.

Each student may receive support only one time during the current fiscal year – July 1, 2007-June 30, 2008.

The student and/or students' department is expected to share expenses.

Recipients of these awards will be expected to adhere to the Higher Education Travel Rule.

If two or more students plan to present a paper jointly, those students will be expected to share expenses and the award. Applications must be submitted to the departmental chairperson together.

If two or more students plan to present different papers, posters, etc., those students will be expected to share expenses and the award. Applications must be submitted together.

No changes to the itinerary are permitted. If a student receives an award and later describes to participate in a different conference he/she forfeits the award and is ineligible for funding for the remainder of the fiscal year. The funds will be provided to another eligible student.

### **Request Procedures**

Requests should be made by completing the attached application form and by obtaining the necessary approvals. The college will determine awards.

There is not a deadline for this program. Applications can be submitted anytime during July 2007 – June 2008

Group requests must be submitted together. As stated earlier, if presenting a paper jointly, the students will share the expenses and the award. If presenting differing papers, the students will share expenses and the award. Groups of three or more will be provided with not more than \$1,000.

All requests must comply with the Higher Education Travel Rule.

### **Award Procedures**

- The department chair and college dean will review requests.
- Awards will be made at the college level.
- Students will be notified in a manner determined by the college.

### **Travel Procedures**

It is strongly recommended that you discuss your travel plans with your department's travel representative or the college Expert Business Office (EBO). Failure to adhere to the Travel Rule could result in a delay in reimbursement or rejection of your expenses.

You are required to obtain prior approval for your travel. Contact your department or college EBO for details.

If your expenses total less than the award, the remaining funds will be used to support other student awards.

Funds will be transferred to the college for this support.

### **Reimbursement Procedures**

Within three business days of your return, you must submit applicable receipts and complete an expense account settlement form in accordance with the Higher Education Travel Rule for reimbursement.

Your department will forward the expense account settlement to the Business and Procurement Services for processing.

Reimbursement checks will be mailed to your local address.

## Doctoral Student Travel Program Application of Support – FY 2008

|                                   |  |
|-----------------------------------|--|
| Name _____                        | Student Number <u>700</u>                    |
| Major _____                       | Telephone # _____                            |
| Expected Date of Graduation _____ | Degree Program _____<br>(Ph.D., Ed.D., etc.) |

Conference in which participating (**please attach confirmation**):

Purpose of Travel:

Title of Paper/Poster Session:

Place of Travel:

From: \_\_\_\_\_ To: \_\_\_\_\_

Dates of Travel:

Leave: \_\_\_\_\_ Return: \_\_\_\_\_

| Estimated Expenses:                                   | Total Cost      |
|---|-----------------|
| Registration Fee                                      | \$ _____        |
| Transportation Mode _____                             | \$ _____        |
| Mileage _____ @ \$ <b>.445/mile</b>                   | \$ _____        |
| Lodging/Number of Nights _____ @ \$ _____             | \$ _____        |
| Meals/Number of Days _____ @ \$ _____                 | \$ _____        |
| Other - specify _____                                 | \$ _____        |
| <b>Total Estimated Travel Expenses</b>                | <b>\$ _____</b> |
| <b>Total Amount of Funding Requested (max. \$400)</b> | <b>\$ _____</b> |

**Identify additional funding sources**

Personal \$ \_\_\_\_\_  
Department \$ \_\_\_\_\_  
College \$ \_\_\_\_\_  
Other \_\_\_\_\_ \$ \_\_\_\_\_

**NOTE:** Total amount of all sources including amount requested from the WVU Office of Academic Affairs should equal anticipated expenses.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Approvals**

I have read this request and recommend funding. The expenses listed are reasonable. Support of this request will be professionally beneficial both to the student and to West Virginia University. In sharing of this request, the college and/or department will provide funding in the amount of \$\_\_\_\_\_.

I have verified that the student is currently enrolled in the degree program identified on page one of the application.

Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE FOLLOW YOUR COLLEGE'S INSTRUCTIONS  
FOR PROCESSING YOUR APPLICATION FOR SUPPORT.**

|                           |               |
|---------------------------|---------------|
| Amount Approved _____     |               |
| _____<br>College Approval | _____<br>Date |