

# TRAVEL SUPPORT FOR EPS GRADUATE STUDENTS

## RATIONALE

Attending scientific meetings is an important component of the graduate program. It helps students to develop collaborations and build their scientific network. Also, an oral or poster presentation at a scientific meeting qualifies as a teaching experience that satisfies one of the Doctoral teaching requirements. The major advisor is the first recourse for funding trip expenses. Should advisor support or external funding not be available, the Department will cover some of the trip expenses. The Graduate School may also be able to provide some support. The policy below explains the conditions and limitations of support and indicates the procedure to follow to request support.

## GUIDELINES

1. The student's advisor must concur that the proposed trip is of sufficient academic or professional benefit to warrant the expense of the trip.
2. Students are expected to plan carefully and prudently to minimize travel expenses. This includes sufficient advance planning to obtain low air fares. Reservations should be made for multiple occupancy same-gender lodgings whenever possible, usually with other students or staff members.
3. Grant funds are the usual source of student travel funds and should be used to support the travel if available. The advisor's funding sources will be checked prior to awarding departmental travel support and, if the advisor appears to have funds available, clarification will be requested regarding why such funds cannot be used.
4. To qualify for Department support, should the advisor's resources be inadequate to cover the entire amount,
  - the student must present a paper or a poster at the meeting
  - support must also be requested of the Graduate School
  - a student is eligible for support for at most two trips during EPS degree residency
  - support will generally not exceed \$1500 per trip per student (including any contribution from the Graduate School).

## PROCEDURE

1. Discuss the conference with your advisor and determine whether it is important to attend.
2. Construct an estimated budget and discuss funding with your advisor.
3. If full support is not available from your advisor's research grants.
  - a. Initiate the request for funding from the Graduate School by submitting the travel support request form to Katherine Totty. The form can be obtained from Katherine or from Robert.
    - i. "Student's Current Funding" means your payroll support (RA, Fellow)
    - ii. "Department's Contribution" - leave blank
    - iii. "Comments" - include title of paper or poster and amount of advisor and/or external support
    - iv. Note that the maximum support available from the Graduate School is \$200 per trip
    - v. Include a copy of the estimated budget
  - b. Send an e-mail to your advisor, outlining the proposed trip (name of conference, location, dates, what you are presenting, level of advisor/external support) or attaching the Graduate School's form with the estimated budget, and ask her/him to forward it with advisor concurrence statement to Robert.