

UGA Department of Communication Studies Graduate Student Travel Award Application

Graduate Students in Communication Studies are eligible for funding to support travel to conferences during the semester. The current departmental Graduate Student Travel Funding Policy is below:

MA students in their second year and doctoral students in their third, fourth, and fifth years will be eligible for up to \$250 in matching funds for graduate school travel funding.

Doctoral students in their third and fourth years or accelerated students in their fifth year will be eligible for another \$500 from the Department for a second conference at which they are a presenter (including abstracts).

Graduate students in their fifth year who are not accelerated students may request only the match or the \$500 for attending a conference where they are a presenter and which is critical to their employment search.

MA and PhD students in their first and second years will be eligible for \$500 from department funds for travel at conferences where they are a presenter (including abstracts).

Students with award-winning papers or posters will receive an additional \$100 for that conference.

Students who receive funding are expected to present at a Departmental Colloquium scheduled for that purpose. They may be excused if they have presented at such a colloquium in the past or there are substantial extenuating circumstances.

If you are an MA student in your second year, or a PhD student who has completed four semesters of full-time graduate study, you must apply for travel funds from the Graduate School. You can only apply to the Graduate School once, so please plan accordingly. Also note that the Graduate School is the only source of university funds for international travel.

Please collect all the necessary documents and email them (As **PDF documents**) to the Graduate Coordinator Assistant who can upload to GradStatus (You cannot apply directly).

To be sure that you meet all of the criteria as laid out by the Grad School, please visit the relevant travel page here: <https://grad.uga.edu/index.php/current-students/financial-information/travel-funding/>

Be sure to note the rolling dates for applications throughout the year.

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Please fill out and email the following form to the Graduate Coordinator Assistant.

If you are an MA student in your second year, or a PhD student who has completed four semesters of full-time graduate study you must also apply for funding from the graduate school to be eligible for departmental travel support. If not, this is the only form you need to submit.

Name: _____

Advisor (Temporary or Permanent): _____

Degree Enrolled: _____ Graduate GPA: _____

Year in Program: _____ Credit Hours Registered: _____

Do you Have Any Outstanding Incompletes? If so, in what courses?

Conference: _____

Conference Dates: _____

Has Your Paper Been Accepted?: _____

*Please email proof of acceptance to Graduate Coordinator Assistant.

Name of Paper(s):

Has the Paper won a "Top paper" Award in a division? If so, which paper and which division?

Do you have any additional responsibilities at the conference (division leadership, presence on special "spotlight panels," etc.). If so, please describe:

Please state any additional evidence as to why you should receive travel funding, as you see fit:

Communication Studies Travel Authority

Please fill out this form to be submitted for Graduate School Funding.

Traveler's Name: _____

Destination: _____

Conference Event or Research: _____

Justification/ Why are you going?: _____

Dates of Travel: _____

Fund Source (Research /Grant/Departmental): _____

* Dept. Head needs to approve first if departmental money to be used.*

To calculate per diems, and remember that the day of departure and return can only be compensated at 75% of food per diems. Incidentals are **ONLY** allowable on International Travel and must be reduced to 75% on departure and return.

Go to the travel portal at www.gsa.gov/portal/category/21287 to find current per diem rates.

Travel reimbursements must be submitted within 30 days of return or payee could risk nonpayment by Accounts Payable. If submitted after 60 days, expenses will be taxable income and a justification for late reimbursement will be required by the University.

Transportation \$ _____ Mode of Travel: Please check: Personal Vehicle Plane

Is direct travel expense being charged to UGA? Yes No

If so, Travel Agency: _____

Mileage (personal vehicle), Use Google, Mileage Rate, \$0.56 per mile (Groome not included here) _____

Lodging \$ _____

Meals \$ _____

Registration Fees \$ _____

Other \$ _____ Explanation _____

Grand Total \$: _____

REQUIRED: Faculty Contact for means of handling classes and other business while absent:

Name _____ Telephone _____ Email _____

Department Head Approved \$ _____ **Signature** _____ **Date** _____

Faculty Signature _____

Student Signature, if student travel _____