

# **Graduate Student Travel Support**

## **Policies and Procedures**

2013-2014

Graduate Students in the master's and doctoral programs in the College of Communication and Information are strongly encouraged to submit their research for presentation at scholarly conferences. Whenever possible, the college will show support by providing some funding assistance to students who are presenting their work. Doctoral students have priority, but if enough funds are available, master's students will also be supported.

### **What IS Supported**

The college will make every attempt to provide support for travel if it meets the following two criteria:

- You are presenting peer-reviewed research that you authored or co-authored.
- The director of the appropriate school indicates that the conference is a worthwhile scholarly endeavor and is willing to partially fund travel expenses. The appropriate director is generally from the school that is most closely associated with your concentration area. So, for example, if your concentration area is public relations, go to the director of Advertising and Public Relations. This person should know you and the conference that you are planning to attend.

In addition, you should work with the school director and/or associate dean to present your research to colleagues at UT either before or after your travel.

### **What is NOT Supported**

The following are all worthy, but they can NOT receive funding assistance from the college at this time:

- Travel to a conference at which you are not presenting research
- Presentations that are not research based (e.g. trade conferences, workshops, etc.)
- Presentations that were not peer reviewed
- Travel to collect data for future research presentations
- Travel to collect data for your dissertation
- The college does not pay for membership fees that are often a part of the cost of registering for conferences.

### **Sources of Funding**

Generally there are three sources of funding. 1) Each school will do its best to provide some funding, but this is often limited. 2) The college will provide funding as long as the annual budget can support requests. 3) The graduate student senate offers some funding. However, these funds are only issued a few times each year and are often limited.

### **Levels of Funding from the College**

The level of funding will be based on the type of conference students will attend. The amount provided generally will range from \$100.00 to \$300.00. Students attending prestigious conferences outside of the United States will be provided with the higher level of funding. For regional conferences, the funding will be no more than \$100.00. Please note that these are NOT guarantees. The college will never give you money in excess of your actual costs. It is also possible that the budget for travel may be used up before the end of the fiscal year.

### **Pre-Authorizing Travel**

You MUST get your trip authorized before you travel. If you do not get your trip pre-authorized, you will not be reimbursed for your travel. If you have an assistantship/associateship, you must have the secretary in the department that is your "responsible account" (the one that pays for the GTA) complete the travel authorization. If you are unsure who should process your pre-authorization, check with Diana Hall ([diking@utk.edu](mailto:diking@utk.edu)). Travel authorization is a SEPARATE process than getting funding approval. Make sure to follow all steps below.

### **Seeking Reimbursement**

Save your receipts when you travel. Upon your return, provide receipts to the school secretary with whom you filed your travel pre-authorization. Be prepared to answer any questions about your travel expenses. Generally, the support provided by the school and college will not cover total travel costs. So save the receipts that are highest in cost and those are what will be used for calculating your reimbursement. Typically, this will be the airfare, hotel room, and conference costs. Meals are calculated on a pre-diem basis so you don't need to keep all your meal receipts, but in most cases the reimbursement you receive will not be enough for meals.

### **Step-by-Step Instructions**

1. Provide personal and conference information on the College Graduate Student Travel Support form. Also provide an estimated budget for conference costs.
2. Check the Graduate Senate Web site to see if your request falls within award dates for GSS funds. If so, also complete the GSS form.
3. Contact the appropriate school director to get his/her approval. This is the person who will indicate whether the conference is worthwhile. It might not hurt for you to check in with this person before you even submit to the conference to make sure that you are targeting an appropriate outlet for your research. The school director will need to see a copy of your acceptance letter, which should also be attached to your College Graduate Student Travel Support form. Get this person's signatures on both the College Graduate Student Travel Support form and, if applicable, the GSS form.
4. **AFTER** you have approval from the school director, take the signed College Graduate Student Travel Support form (and the GSS form if you are also seeking support from the Graduate Student Senate) to Diana Hall in room 302. She will process approval from the associate dean and inform you when the forms are all signed. She will keep a copy of all forms and return the original to you.
5. Get pre-authorization for your trip (see above section on pre-authorizing travel). Complete the Travel Request Worksheet (the final form in this packet) and process it through your "responsible account." If you don't know all the information needed on this form, you can leave items blank (there are several sections on this form related to internal accounting procedures). The information that you **MUST** provide is the information in the "destinations" table near the top of the form. In particular, you need information about your travel dates, cities, and reason for the trip (this can usually just indicate that you are presenting research at a conference – give the conference name).
6. If you are seeking funds from the Graduate Student Senate, take the GSS form to the Dean of Students at 413 Student Services Building (they will NOT need to see the college form or the travel authorization form).
7. Save your receipts while you are traveling.
8. Upon your return, work with the secretary that you identified in step 5 to process the travel reimbursement funds. You will NOT be able to get your travel reimbursed unless you have done a travel authorization form as described in step 5.

**College of Communication and Information**  
**Graduate Student Travel Support**  
Approval and Support Form

**General Information**

Student Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Title of Research You Will Present: \_\_\_\_\_

\_\_\_\_\_

**(Attach letter and/or e-mail indicating paper has been accepted at a refereed conference)**

Conference Name: \_\_\_\_\_

The conference is: \_\_\_\_\_ Regional \_\_\_\_\_ National \_\_\_\_\_ International (conference outside US)

**Budget Estimate**

**Cost**

Conference Registration: \_\_\_\_\_

Hotel \_\_\_\_\_ Nights at \_\_\_\_\_

Airline ticket (if applicable) \_\_\_\_\_

Automotive travel \_\_\_\_\_ miles at \$.42 per mile \_\_\_\_\_

Other: \_\_\_\_\_

Total \_\_\_\_\_

If you are sharing a room or other expenses, please indicate who will split costs with you.

\_\_\_\_\_

**Approval**

School Director signs to indicate that this is a worthy conference for this student to attend

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Financial Support**

School Director \_\_\_\_\_  
Signature and Date

Amount \_\_\_\_\_

Associate Dean \_\_\_\_\_  
Signature and Date

Amount \_\_\_\_\_

**THE UNIVERSITY OF TENNESSEE  
TRAVEL REQUEST WORKSHEET**

THIS TRAVEL REQUEST MUST BE COMPLETED PRIOR TO TRAVEL

**Traveler's Name:** \_\_\_\_\_ **Personnel Number:** \_\_\_\_\_

I hereby request authority for travel on official business for the University of Tennessee to the destinations, on the dates, and for the purposes indicated below:

**DESTINATIONS:**

Beginning		Ending		Destination City/State	Reason for Trip
Date	Time	Date	Time		

**Foreign Travel (Restricted Accounts):** Specific authorization has been obtained from the sponsor for this travel:

Yes     No

**Estimated Total Costs:**    \$ \_\_\_\_\_

**Accompanied by:** (Include in IRIS Comments Section) \_\_\_\_\_

**OTHER COMMENTS:**

**COST OBJECTS TO BE CHARGED:**

% Distribution	Cost Center/WBS Element	Internal Order

**Date:** \_\_\_\_\_ **Traveler's Signature:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**VP, Chancellor (for Foreign Travel):** \_\_\_\_\_

**NOTE: Department Head, VP and Chancellor's approval are not needed if using for worksheet only.**

This form will be used to complete information in the IRIS Travel System and create a Travel Request.