

Graduate and Professional  
Student Government Association  
264 Student Union  
Phone # 405-744-3419  
<http://gpsga.okstate.edu>  
Email: [gpsga@okstate.edu](mailto:gpsga@okstate.edu)



## Travel Awards Guidelines

GPSGA Travel Awards are for current OSU graduate students and are meant to assist in the costs associated with travel for students presenting research at a state, regional, national, or international meetings/conferences, etc.

### Who is eligible for the travel award?

Every graduate student is eligible for the travel award as long as (1) they present at the conference, GPSGA does not pay for workshops or other events attended by graduate students and (2) the student is part of a department and or an organization that has active representation at the GPSGA general assembly meetings. Failure to have active representation will result in rejection of the travel application.

### What is covered by the travel awards?

We would like to cover all your expenses. But unfortunately we have limited funds to allocate therefore only expenses that fall in the following three categories will be considered (1) travel (e.g. air ticket, car rental, or mileage), (2) lodging (e.g. hotel accommodation) and (3) conference registration fees. GPSGA cannot afford to pay for your food and other expenses. You must provide detailed receipts for eligible expenses after the trip and before the deadline for which you are applying for funding.

### How often can one apply for the travel award?

Each student is eligible to apply once a year. In the past few years the number of applications have risen steadily, but our funds have not. Hence those applying for more than once a year will reduce the allocation for others. We would like to contribute a sizable amount to everyone and that is possible only if we limit the number of applications. In order to be fair we will be strictly abiding by this longstanding rule. That way more students will submit applications only for those conferences where they had to spend a considerable amount of money and especially need assistance.

### How is the travel award amount determined?

We allocate an equal amount of money to each quarter. When applications are received, we first calculate the total eligible (travel+lodging+registration) amount for all applicants. Then a percentage of the eligible amount will be distributed to the applicants. The percentage calculation is presented below and is dependent on the number of applicants as well as the amount of the eligible expenses.

$$\text{percentage} = \frac{\text{total money allocated for the quarter}}{\text{total eligible amount requested by all applications in that quarter}} \times 100$$

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**Why does GPSGA need my citizenship information on the application?**

Travel allocation for international students comes directly from the GPSGA. Allocation for domestic students comes from the graduate college. Hence we need to know citizenship status. Note that the money allocated by the graduate college may be different from the GPSGA and hence two students requesting same amount may end up receiving different amounts based on their citizenship status.

**Why do GPSGA need the social security number?**

Disbursements by OSU needs to be reported to the IRS for tax purposes and hence we need the information.