

Graduate and Professional Student
 Government Association 211N Student
 Union
 Phone # 405-744-5003
<http://gpsga.okstate.edu>
 Email: treasurer.gpsga@okstate.edu



Name: _____

Nationality: _____ Type of Conference: _____

Travel Reimbursement Request Form

Travel Awards Guidelines and Information

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 in state, out of state, and out of country meetings/conferences, etc. For the purpose of this application these categories are defined as follows, In State: where the meeting site, conference site, or otherwise destination is located within Oklahoma's state borders. Out of State: where the meeting site, conference site, or otherwise destination is located outside of Oklahoma's borders but within the borders of the 48 contiguous United States. Out of Country: where the destination is outside of United States borders, but includes Alaska and Hawaii.

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 for at least one complete semester prior to application, and, appear on the eligible for funding list on the GPSGA website (<http://gpsga.okstate.edu>). Failure to have active representation will result in rejection of the travel award application.

What is covered by the travel awards?

We would like to cover all your expenses, but we have limited funds to allocate. Therefore only expenses that fall in the following three categories will be considered (1) travel (e.g. air fare, taxi, rental car, 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 fiscal year (July 1st through June 30th). In the past few years the number of applications has 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, and 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. **The maximum award amount is \$250 for In State, \$500 for Out of State and \$750 for Out of Country.**

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 the same amount may end up receiving different amounts based on their citizenship status. Furthermore, domestic students' travel awards can **only** be distributed through their Bursar account, while international students' can **only** be distributed via check.

Travel award applications are processed in batches, application deadlines can be found at (<http://gpsga.okstate.edu/content/forms>). If the date of a presentation lies between a start and end date, then the deadline for submitting an application is before the date provided in the table. A complete paper application must be submitted along with **all** required documentation including original receipts before the deadline date to the GPSGA. Applicants are also required to keep a copy of the application and all required documents for their own records. The GPSGA is located at:

Graduate and Professional Student Government Association
ATTN: Finance Committee
211N Student Union
Stillwater, OK 74078

I, _____ have read and understood all instructions and requirements for the travel grant. I understand that I need to submit all the receipts for the requested amount and a completed physical copy of the travel award application with all the required signatures. Failure to submit any of the above mentioned documents before the deadline will automatically result in my application being rejected. All information provided is accurate to the best of my knowledge.

Signature: _____

Date: _____

Personal Information

First Name: _____	Last Name: _____
(Enter your first name)	(Enter your last name)
CWID#: _____	
(Enter your Campus Wide Identification Number)	
Department/Student Organization: _____	
(Enter the department name or the graduate student organization you belong to)	
Address: _____	
(Please enter your home address here. Do not enter your school address or your department address. We need your home address for IRS tax purposes)	
E-mail Address: _____	Phone Number: _____
(Enter your primary e-mail address)	(Enter your contact number)
Are you a US Citizen: Yes No	
(Funds for GPSGA travel award come from different sources and we need to know if you are a domestic or an international student to fund your request using the appropriate source.)	
	No

Conference Information

Conference Title: _____

(Please enter the complete conference name)
Conference Type: In State Out of State Out of Country
Presentation Title: _____

(Please enter the title of your presentation at the conference)
Presentation Type: Oral Poster Panel Other*
(Select the type of your presentation. Travel awards are only for students who present and are NOT for those who attend a conference.)
* If Other Please Specify: _____
Presentation Date: _____
(Enter the date of your presentation.)

Expense Information

Registration Fee: _____

(Enter the conference registration fee.)

Lodging Expense: _____

(Enter the lodging expense such as Hotel or Hostel. Please include the amount that you incurred and not the total amount you paid i.e., total expense divided by the number of persons shared the room.)

Travel Expense: _____

(Enter the total amount that you incurred by travelling to the conference. These may include air fare, rail fare, taxi, rental car or mileage, parking and tolls)

Other Funding Sources: _____

(Please include information about the funding that you received for this presentation. Multiple sources may be separated by commas.)

Total Funding Received: _____

(Enter the total amount of funding received from various sources for this presentation.)

Advisor Contact Information

Advisor Name: _____

(Enter your advisor name. Please note that your advisor has to sign the application.)

Title: _____

(Enter your advisor's title at OSU here)

Email: _____ Phone Number: _____

(Enter your advisor's email address.)

(Enter your advisor's phone number.)

Verification of Information by Applicant

I, _____, verify that the information provided above is correct. I understand that incomplete or erroneous applications will be automatically rejected.

Signature _____ Date: _____

Attested by Department Head, Advisor or Program Director

I, _____, have verified the information provided above and believe it to be true to the best of my knowledge.

Signature _____ Date: _____

OFFICE USE ONLY

Total Eligible Amount:

Total Money Allocated:

Invoice Number:

Date of Processing:

Please type your application, and submit it to GPSGA via email at treasurer.gpsga@okstate.edu. (Please title email, 'GPSGA Travel Grant'). Or drop off a printed copy at the GPSGA office

Campus Life Office (SU-211N) or mailbox, by **5:00pm** on the mentioned due date (refer GPSGA "**Important Announcements**" to know more).

Late or incomplete applications will NOT be reviewed.