Graduate Student Association Travel Assistance Fund
GSA Travel Fund Guidelines 2005-2006

The GSA Travel Assistance Fund is designed to aid in reimbursing graduate students for travel to meetings, conventions, conferences, and workshops sponsored by professional organizations. Reimbursement will not be made for attendance at for-profit seminars. This fund cannot be used for research-related travel or trips to fulfill course requirements.

How am I reimbursed?

Attend the professional event and submit the attached application along with your ORIGINAL receipts to the GSA Travel Assistance Fund, Graduate School, 102 Roudebush Hall. The application will then be evaluated and processed by one of the two treasurers on-site. Completed applications must be RECEIVED no later than 4:30pm on the following days:

If traveling between: The deadline is:
August 26, 2005 – December 12, 2005 December 16, 2005
December 13, 2005 – May 1, 2006 May 8, 2006
May 9, 2006 – August 19, 2006 August 26, 2006

(Please try to submit your requests within two weeks of your return)

What is an ORIGINAL RECEIPT?

You must be able to prove that you paid the amount that you are requesting.

• If you pay by personal check, you must include the cancelled check with your application.
• If you pay by credit card, the carbon copy of the receipt must be included.
• If you pay by money order, a copy of the money order with the receipt must be included.

* Invoices, itineraries, and bills are not receipts.

What else am I required to include?

• Applicants are required to submit evidence of attendance to the event specified such as flyers, registration forms, paper abstracts, etc. In the absence of such evidence, a departmental letter may be substituted. There is no need to submit an abstract book, just make a photocopy of pertinent pages.

• Applicants must indicate on the form if other sources (such as the home departments) will partially reimburse expenses incurred. If for this reason original receipts cannot be supplied, photocopies of the receipts along with a copy of the Miami University Travel Expense Report sent to Accounts Payable must be included with the application.

• Applicants can be reimbursed for travel (transportation tickets and/or gas), lodging, and registration costs. NO standard mileage rates will be implemented. Phone calls and meals are not refundable. If you are traveling in a group, please list the names of the persons traveling with you and indicate who has submitted the receipts. The expenses will be equally divided among members of the group.

• The maximum award granted is $300 per student per academic year (Summer I through Spring). Graduate students may apply as many times as wished until the maximum amount is reached. However, applicants may not apply for the same event more than once. THE AMOUNT REIMBURSED IS BASED ON THE NUMBER OF APPLICANTS EACH SEMESTER. This means that you may not be fully reimbursed due to high demand, however in the last few years this has not been a problem.
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• Travel assistance checks will be processed and mailed roughly three weeks after submission. This is assuming that there are no problems with your application. The GSA treasurer will send you an email once your application is received and being processed. You will also be contacted should there be a discrepancy or question regarding your application.

Remember that this application is a REQUEST for funding and NOT A GUARANTEE. Should you have a question, please contact one or both of the GSA Treasurers -- Ruth Ulvin-Crego (ulvinrm@muohio.edu) or Leslie Hahn (hahnl@muohio.edu).

A Piece of Advice

Be sure to make a photocopy of everything you turn in with the application in case something gets lost.