GSS TRAVEL GRANT APPLICATION INSTRUCTIONS

The purpose of the GSS Travel Grant Program is to assist graduate students with professional conferences, case competitions, and archive travel. The grant is intended to supplement existing funds, not to supersede them.

For more details, read GSS Fiscal Governance Policy: https://gradlife.web.lehigh.edu/gss/about-us

Before traveling for an eligible activity:

1. Complete entire application and submit to the Graduate Life Office. (Packer House, 217 W. Packer Ave.)
   - Application must be filled out in ink.
   - **Application must be submitted at least 15 days BEFORE travel date**.

   Important:
   - Indicate whether or not you are going to be a conference presenter.
     - Presenters may receive a maximum of $150
     - Non-presenters may receive a maximum of $75
   - Indicate estimated expenses
     - Eligible expenses include: registration fees, hotel accommodation, travel (e.g., air fare), parking, public transportation, food and drinks (no more than $20 per day), gasoline ($0.20/mile)
   - Indicate how much of your expenses will be covered by non-GSS sources.
   - Obtain signature from your advisor/department chair.
   - For presenters: you must attach a copy of proof of your participation as a presenter, registration confirmation for a case competition, or librarian approval for travel to archives.
   - For non-presenters: you must then attach a conference announcement as proof of the conference.

Upon return from your approved trip:

2. Complete a reimbursement form (available at the Graduate Life Office and from your Graduate Coordinator) and submit to the Graduate Life Office (Packer House, 217 W. Packer Ave.)
   - **Reimbursement form must be submitted within 30 days AFTER end of conference**.
   - Late reimbursement forms will only be processed at the end of the semester *if* there are remaining funds

   Important:
   - Attach your original receipts to the reimbursement form.
   - It is advised that you personally drop off your application, receipts and reimbursement form at the Graduate Life Office.
     - Retain copies of all your receipts in case your application is lost in the mail.
     - The GSS will not be responsible for receipts that are lost in the mail.

Eligibility:

- Your unit must be active on both the date of application for the travel grant and during the dates of the conference, case competition, or archive travel. It is the responsibility of the student to ensure his/her unit maintains active status. All approved travel grant applications are contingent upon verification of active unit status during the dates of the conference.
- You may check your unit's eligibility at https://gradlife.web.lehigh.edu/node/170

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GSS TRAVEL GRANT APPLICATION

Instructions: (Compliance with all instructions is mandatory for approval)

1. Fill out the *entire* application – **all fields are required.**
2. Get signature from your Research Advisor or Department Chair.
3. Submit this application form with the required documents to the Graduate Life Office (217 W. Packer Avenue, Attn: Travel Grants Officer.)
4. Required documents:
   - Proof of the conference (e.g. conference announcement)
   - If presenting: proof of acceptance as a presenter (e.g., letter of acceptance)

This application must be submitted at least 15 days prior to the applicant's travel date. Reimbursement form and receipts must be submitted to the Graduate Life Office no later than 30 days after the end of the conference.

Please note that your GSS Graduate Unit must be active on both the date of application and during the dates of travel.

Lehigh ID Number (LIN): _____ **Date:** _____

Name: _____ **Degree Sought:** _____

Campus Address: _____

Email Address: _____ **Tel:** _____

Department: _____ **College:** _____

Name of Research Advisor (if any): _____

Conference/Case Competition/Archive Title: _____

_____

Date(s) of Travel: _____ **Destination:** _____

You are: (please check one)

- ☐ Presenting (e.g., paper, poster)
- ☐ Only attending a conference
- ☐ Participating in a case competition (i.e., not just attending)
- ☐ Travelling to archives

(Office use only)

Date received:

Application number: _____

- ☐ Approved / Amount: _____
- ☐ Denied / Comment: _____
- ☐ Pending / Comment: _____

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ESTIMATED EXPENSES (Required – please itemize)

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

Total Estimated/Incurred expenses (A) $ _____

FUNDING SOURCES (excluding Travel Grant)

_____ $ _____

_____ $ _____

_____ $ _____

Total (B) $ _____

Estimated Out-of-pocket Expenses C = (A-B) $ _____

Amount of GSS funding requested: $ _____

I verify that I am a graduate student and that the above cost and funding estimates are accurate, if I was denied funding or if this program did not exist, I would have to pay the estimate out-of- pocket expenses to attend the conference or case competition, or travel to archives. Should the amount of funding available from other sources change, I realize that it is my responsibility to notify the GSS at the Graduate Life Office of the changes and to adjust my application to reflect the changes. Furthermore, I understand that if I willfully misuse this program, I will be ineligible for travel grant privileges for any duration the Graduate Student Senate sees fit.

_____ _____

Student Signature **Date**

I verify that, to the best of my knowledge, the applicant is a graduate student and is attending/presenting at the aforementioned conference, case competition, or archive travel and the applicant is only eligible for funding from the sources and for the amounts mentioned above.

_____ _____

Research Advisor or Department Chair Signature **Date**