

Graduate School Travel Policy

The Graduate School will fund travel opportunities not otherwise available to graduate students. These monies are designed to reward excellence in scholarship and increase the visibility of UNCW's graduate programs and research. Travel grants support student presentations of original, creative research or projects at a conference. Funds are limited and guidelines are strictly enforced. In the event of limited funds, preference will be given to applications from students beyond their first year of graduate study who did not receive a travel award last year. A student is eligible for only one travel award per academic year.

Terms of the Award

- Students must be in good standing and making satisfactory progress toward completion of their degree.
- Travel should be to professional conferences in which the program is of direct relevance to the student's academic/research area.
- Applications will be reviewed for projects or papers that are being considered or have been accepted for presentation at a conference.
- Even if a presentation is the result of a group project, normally only one student may receive a travel award for a single presentation.
- To be eligible to receive the award, the student must submit proof of project or paper acceptance before traveling.
- Full awards do not exceed \$400 per applicant. Matching funds from the academic unit are encouraged.
- **Proposals should be submitted as early as possible.**

Procedural Steps

Complete the [application form](#), and obtain the appropriate signatures. Return the application form to the Graduate School. Keep a copy for your records. Submit the abstract of the presentation at the time of application for funds. Proof of acceptance of the presentation must be submitted to the Graduate School as soon as you receive it and before traveling.

Travel authorization's must be completed, signed and submitted to the travel office prior to your travel. It is the student's responsibility to ensure that the travel authorization is in the travel office before the travel date! Failure to do so will result in no funding. The department is responsible for making all travel arrangements, including travel authorization and reimbursement forms. Once travel is complete, the student must complete a travel reimbursement form and submit it along with travel and lodging receipts, for meals if applicable, registration badge/receipt, and a copy of the program page with the project title and name of presenter to their department secretary. The department secretary will verify the expenses, and submit the signed reimbursement form and all the receipts to the Graduate School for authorization of reimbursement. Note that the university policy requires that all requests for reimbursement be submitted no later than ten days after travel is completed. All reimbursements for travel must be submitted to the Graduate School no later than June 1st.