

CMS Master of Science in Marine Science Travel Award Policy

CMS will fund travel opportunities for graduate students in the Master of Science in marine science program. Travel grants can be used to support student presentations (poster or oral) of thesis research at a professional conference, or, in special cases, to support travel necessary to conduct thesis research. 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,
- To be eligible to receive the award, the student must submit proof of presentation acceptance before traveling,
- Awards will not exceed \$400 per applicant. Applications to obtain additional funds from academic departments, the Graduate School and the Graduate Student Association are encouraged, and
- Proposals may be submitted at any time prior to June 1, 2007.

Procedural Steps

Complete the Center for Marine Science Travel Award Application form on the Master of Marine Science web site and submit it to Dr. Joan Willey, Associate Director for Education, for approval. 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 CMS as soon as you receive it and before traveling.

TRAVEL AUTHORIZATION

- The student is responsible for making all travel arrangements, including travel authorization form. The departmental person in charge of travel (in the department of the faculty advisor) can assist with travel arrangements,
- Attach to the authorization: 1) original approved CMS Travel Award form, 2) copy of the award letter, 3) copy of the air itinerary or UNCW Vehicle Request form if applicable, 4) completed check request(s) and back up for any prepaids - registration and/or lodging, etc.,
- Obtain all necessary signatures - all departments providing funds, and Office of Sponsored Programs if applicable, and
- Submit to Sandra Williams, CMS Travel Assistant for processing.

REIMBURSEMENT

- Upon completion of travel, the student must complete a travel reimbursement form,
- Attach ORIGINAL RECEIPTS for all expenses, 1) daily detail lodging receipt, 2) registration badge/receipt, 3) complete copy of the program brochure, 4) copy of the program page with the project title and name of presenter, 5) parking/toll/shuttle/rental car/gas receipts, 6) any deviations from travel itineraries, 7) meal receipts if applicable, and 8) any foreign currency exchange rates,
- Obtain all appropriate signatures, and
- Submit Sandra Williams at CMS for processing

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 CMS no later than June 15, 2007.