

CENG Travel Policy for Graduate Students to Support Conference Presentations

In our continuing effort to support graduate students in the College of Engineering at the University of North Texas, we are instituting a new policy for distributing *travel* funds to students who will attend and present papers at national or international conferences. Effective immediately graduate student supplemental travel funds administered through the Dean's Office in the College of Engineering will be distributed using the following criteria, constraints and application process as listed below. The travel funds are supported through the College of Engineering Graduate Student Fees effective Fall 2013.

Policy

Eligibility criteria and procedures for application and administration of the CENG graduate student travel funds are subject to the following constraints:

- Only graduate students enrolled in the College of Engineering may receive funding.
- The maximum amount is \$500 per trip.
- The funds may be used only for travel to a conference where the student must have a paper accepted and make a presentation on the research which they have authored/co-authored.
- The research must have been peer reviewed and accepted for presentation. If acceptance is pending, students can still apply, but the final award of a travel grant is contingent upon acceptance for presentation. Proof of acceptance must be provided to the Dean's Office prior to the distribution of funds.
- Graduate student must be in good standing at UNT.
- A degree plan must be on file with both the student's department and Toulouse Graduate School.
- Any excess between the amount approved and the amount expended will return to the graduate travel award account for use by other graduate students.
- There is no entitlement to a minimum annual amount of travel funding for any graduate student; the College will consider applications for funds up to a maximum of \$500 total per eligible student per year
- This supplemental funding may not be used to cover expenses that are already being reimbursed by some other agency or funding sources.
- Allocations will be made until our fund is expended fully.
- **All university/state restrictions on travel apply.**

Process

Graduate students should use the attached form to submit supplemental fund requests in advance. The completed form should be given to the departmental Chair who must approve and forward to the Dean's office for review and consideration. No travel request will be supported without prior permission; under no circumstances will trips be supported retroactively. Associate Dean of Research and Graduate Studies will handle all requests for travel funds to support graduate students.

Request for Funding for Graduate Students to Support Conference Presentations

Name of Graduate Student: _____
Student ID: _____
Department: _____
Period of Travel: ____/____/____ to ____/____/____
Amount Requested: \$ _____

(The total amount of travel awards to a graduate student cannot exceed \$500 per trip.)

Purpose of Travel:

Please attach a copy of degree plan, conference announcements, paper acceptance letter and/or other relevant information.

Approved:
Department Chair: _____

Date: ____/____/____

Approved:
Associate Dean: _____

Date: ____/____/____

Denied:
Reason(s): _____
