



GRADUATE SCHOOL

Graduate Student Conference Education Fund

QUICK FACTS

How Do I Apply for the Travel Award?

Eligible Meetings/Conferences:

- ✓ Regional meetings that are part of a national society
- ✓ National meetings
- ✓ International meetings

Required Documents:

- ✓ Application form (available on D2L)
- ✓ Abstract showing you as first author
- ✓ Proof of abstract acceptance following peer-review

Application Deadline:

30 days after the last day of the conference, or December 1st, whichever is earliest

How to Submit:

Email required documents to Amanda Booker: abooker@mcw.edu

My Application Was Accepted? Now What?

- ⇒ Check with your Department Administrator to see if they will prepay airfare and/or registration fees for you
- ⇒ Track all expenses with the Travel Expense Form (latest version available on InfoScope), or check if your Department Administrator does this for you
- ⇒ Submit the Travel Expense Form with proper documentation to your Department Administrator following the conference
 - Separate bills for shared hotel rooms should be obtained
 - Shared transportation expenses should be distributed equally
 - Rental cars might not be reimbursable and should be avoided when possible

*****If you wish to have your airfare and registration prepaid before your abstract is accepted, please complete the Travel Award Application and submit it to your Department Administrator, Diane VerHaagh, and Christine Schaefer. Upon abstract acceptance, please email abstract and proof of acceptance to Christine Schaefer.**

*****Failure to comply with Travel Award Policy may result in repayment of funds by the student**

Questions?

Contact your GSA Representative, Department Administrator, or Graduate School Staff!