

PURPOSE

The Graduate School of Education provides travel fellowships to doctoral students. These fellowships are intended to enhance students' careers by enabling them to attend professional meetings and other professional development opportunities.

POLICY

- The maximum amount that can be awarded is **\$700** for domestic travel (please note that all of North America is considered domestic travel, including, but not limited to, Canada and Mexico; please check in with the Doctoral Programs Officer if you are unsure as to whether the country to which you are traveling is considered domestic travel) and **\$1,100** for international travel, and will be determined on an individual basis as a partial contribution to expenses. There is no guarantee that the maximum will be awarded.
- Students are eligible to apply for up to three GSE travel fellowships (one during the pre-candidacy period and two during the post-candidacy period. Students must use or forfeit the pre-candidacy fellowship during their pre-candidacy period; they may not use it after advancing to candidacy. In other words, no more than two travel fellowships will be awarded after advancing to candidacy).
- Students must be able to document that they are attending a conference or other professional development opportunity.
- Students must be registered in the quarter in which they are awarded funds.
- Students need to try and locate travel funds from other sources (e.g., grants, current research project) before applying for the fellowship.
- The fellowships are intended to assist students with the cost of transportation, lodging, meals, or registration. Other expenses (e.g., copying) will not be considered as part of the fellowship.

APPLICATION

Application should be made as soon as possible following the invitation to attend conference/professional opportunity and no later than 60 days after the conference/professional development opportunity has ended. Submit application to the Doctoral Programs Officer. All applications must include:

- 1) Documentation (i.e. a copy of the **invitation, a program indicating that you are presenting or have a poster session—Web based is fine, etc.**).
- 2) **Endorsement** by your advisor and verification of satisfactory academic progress by the Doctoral Programs Officer.
- 3) An estimated (or actual) **budget. No receipts are required.**

FELLOWSHIP STIPENDS

Travel fellowships are awarded as fellowship stipends. Once your completed request is submitted, and when approved, your stipend check should be available within 3-4 weeks. Your fellowship can be paid prior to your travel. These fellowships are taxable and must be reported on your income tax.

GSE FELLOWSHIP REQUEST

NAME (Last, First) _____ STUDENT ID # _____

E-MAIL ADDRESS _____ AREA: _____ CTE _____ DAPS _____ SHIPS _____

TRAVEL INFORMATION

CONFERENCE TITLE _____

DATES _____ LOCATION _____

ARE YOU PRESENTING A PAPER? _____ Yes _____ No

TRAVEL EXPENSE DESCRIPTION	ANTICIPATED TRAVEL EXPENSES
Airfare	\$
Lodging	\$
Transportation	\$
Meals	\$
Other:	\$
Total Budget	\$

FUNDS AVAILABLE FROM OTHER SOURCES (sources and amounts): _____

ADVISOR: *Please include a statement in support of this request below, including an evaluation of the student's progress*

ADVISOR'S SIGNATURE _____ DATE _____

Advisor Approval: As Advisor, I certify that this travel is integral to this student's degree program.

STUDENT SIGNATURE _____ DATE _____

For Official Use Only

Prior Travel Fellowship Received: _____ Yes _____ No

APPROVED TRAVEL FELLOWSHIP AMOUNT (N. America max \$700, International max \$1,100) _____

SIGNATURE _____ DATE _____

Doctoral Programs Officer

GFS Entry Date: _____ Grad Aid Budget Updated on: _____