

TRAVEL POLICIES AND PROCEDURES FOR GRADUATE STUDENTS

PRIOR to taking your trip, please fill out a request for Travel Authorization. This form can be found online at: http://psych.sc.edu/psyc/sites/default/files/attached_docs/Internal%20Travel%20Request%2001.2016.pdf

This form should be turned in to Wende **PRIOR** to your trip. Please fill out form completely and have the correct dates and fund information entered.

The Graduate School and The College of Arts and Sciences provide travel awards to graduate students. The form for the Graduate School is found online at:

<http://gradschool.sc.edu/DocLibrary/documents/G-TG3.travel.grant.student.request.pdf>

The College of Arts and Sciences also provides instructions and a form to be completed for travel.

<http://www.cas.sc.edu/dean/handbook/chapterthree.html>

You may apply for funding from the department **ONLY AFTER** applying for funding from CAS and Graduate School, unless you apply at a time when the Graduate School Travel Grant website is no longer taking applications. Our Department Chair will award each graduate student funding for two trips per Academic year at a maximum of \$375 per trip.

Procedure 1: Follow this procedure when the Graduate School Grant website is accepting applications.

1. Fill out the graduate school application online and submit. **NOTE: There is now a lifetime limit of two graduate travel awards per graduate student. This is retroactive so that if a student has been awarded two already, they will not be eligible for more.**
2. This will go to your faculty advisor, who will fill out his or her portion and submit.
3. This will go to the Department Chair who will evaluate and assign funds. Note that the Graduate School generally provides matching funds, so that for a \$1,000 trip you will likely receive \$375 from the Department and \$500 from the Graduate School, pending availability of funds.

Procedure 2: Follow this procedure when the Graduate School Grant website is not accepting applications.

1. Fill out the information you would have for a travel grant (see below):
Name and location of Conference
Total estimated expenses
100 word abstract of your paper or poster
100 word statement of the importance of this conference presentation to your program of study
100 word statement of the importance of this conference in your discipline
2. Have the advisor fill out corresponding information (see below):
Indicate if student is in good standing and if student is first author.
Describe the significance of the research
Indicate if the meeting is of high national/international stature.
3. Print out and attach this information to the TA application you turn in to Wende.
4. The chair will review this information when authorizing funds. **Note** that no matching funds will be available so that the maximum under procedure 2 is \$375.00.

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When submitting your Travel Request, please present letters confirming ALL funding (CAS, Graduate School, and Department). Some students may receive travel support from a grant funded research project they work on. Please indicate any funding from grants in the appropriate blanks on the request form. There is no application process for funding from a grant you work on. The professor will let you know if they are providing support from their grant. Please use the enclosed form to be assured that all required documents are provided for reimbursement. Upon return from your trip, please submit all receipts to Wende for reimbursement within 30 days. Meals are reimbursed on a per diem rate decided upon by state guidelines. Mileage is also reimbursed at a set rate.

IMPORTANT CHANGES TO GRADUATE SCHOOL TRAVEL SUPPORT

1. Travel award applications will be made in four cycles (rather than three).
2. For each cycle, there will be a 7 day period during which applications are accepted.
3. Preference will be given to first time recipients.
4. There is now a lifetime limit of two graduate travel awards per graduate student. This is retroactive so that if a student has been awarded two already, they will not be eligible for more.

IMPORTANT CHANGES TO FOREIGN TRAVEL

CRITICAL NEW POLICY IMPLEMENTATION: STUDENT INTERNATIONAL TRAVEL

University policy ACAF 2.09 [International Travel Policy for Students](#) requires all students (**including graduate and professional**) traveling for University-related purposes to: (a) register their international travel in the travel registry maintained by the Study Abroad Office and (b) obtain overseas emergency insurance from the University's insurance vendor. **Please direct graduate and professional students to the [Graduate & Professional Students](#) page on the Study Abroad Office website to comply with these requirements.**

ACAF 2.09 also requires all students to obtain authorization to travel for a University-related purpose to a country on the University Travel Warning list. Similarly, authorization must be obtained by University personnel to offer a faculty/staff-led study abroad (Global Classroom), exchange, direct enroll, or any other type of program that would involve student mobility to a country on the University Travel Warning list. Please direct students and faculty to the [Student International Travel Policy](#) page on the Study Abroad Office website for more information on obtaining approval for student travel to University Travel Warning countries.

Please ask Wende you have any questions!!