Grad School Travel Awards

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Types of Travel Awards

- [https://gradschool.utah.edu/funding/travel-assistance/index.php](https://gradschool.utah.edu/funding/travel-assistance/index.php)
- **Grad Students**
  - Grad Student Travel Assistance Award (GSTAA)
  - Virtual Conference Award (VCA)
  - Early Career Professional Development Program (ECPDP)
    - In-Peron
    - Virtual
- **Postdocs**
  - Postdoctoral Travel Assistance Award (PTAA)
  - Professional Development Travel Award (PDTA)
  - Virtual Conference Award (VCA)
Process

Student/Postdoc Applies

Department Travel Coordinator Approves Application

Department Chair/PI Approves Application

Grad School Approves Application. An award letter will be sent out to all parties

Student/Postdoc Attends Conference

Coordinator helps Student/Postdoc submit for reimbursement (this process depends on the award)

Reimbursement is approved and processed by Grad School
Student Applies

• Applies at: https://resources.gradschool.utah.edu/travel/
• Student chooses an award to apply to
  – Early Career Professional Development Program (ECPDP)
  – Graduate Student Travel Assistance Award (GSTAA)
  – Virtual Conference Award (VCA)
• Provides information about:
  – Department
  – uID
  – Contact info
  – Conference Name
  – City/State, Country*
  – Travel Dates
  – Abstract info including verification (via email)
  – Estimated Expenses

*International trips are subject to University Approval Process
Coordinator Approval

• Coordinator is notified that there is a pending application waiting for their approval
• Reviews application for accuracy. [https://resources.gradschool.utah.edu/travel/](https://resources.gradschool.utah.edu/travel/). If any information is missing, please reach out to the student
• Creates a Trip Request in Concur
• Provides information in application:
  – Travel Number (Request ID or ePR*)
  – Match Amount (half of estimated expenses or $500)
  – Approval
• Provide any notes/comments (optional)

*If the student is a non-employee, and you choose to use the ePR system instead of Concur, please type “ePR” in the Travel Number field
Chair Approval

• Chair is notified that there is a pending application waiting for their approval
• Reviews application
  https://resources.gradschool.utah.edu/travel/
Grad School Approval

• What I look for:
  – Student’s status
    • Make sure they are first- or second-year for ECPDP
  – See if they have received any other awards from the Grad School
  – Review information provided
    • International, dates (looking for fiscal year), verification
    • Request ID, match amount
  – Confirm that funds are available

• Award appropriate amount
• Notify student, coordinator, and chair
Reimbursement

• Reimbursements are processed after the student attends the conference

• Concur
  – We will cover half of the allowable expenses (does not include Expense Report Fee) up to the awarded amount

• ePR
  – Department can include our Chartfield in the ePR
  – For VCA, we can use ePR to reimburse the student directly

• eJournal
  – For VCA, we can reimburse the department if needed
Questions?

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