Grad School Travel Awards

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Types of Travel Awards

- 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/. 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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