Graduate Student Travel Assistance Application Form

Graduate Student Travel Assistance Guidelines

Purpose:
This form is intended for graduate students seeking financial assistance for academic or professional travel when other funding sources are unavailable or do not fully meet the need. Applications are reviewed by the Graduate Student Advisory Board (GSAB) President and the Graduate School. Requests are subject to approval and the availability of funds.

Funding Requirements:
All other potential funding sources (advisor, department head, and program dean) must be explored before submitting this application. Requests are subject to approval and availability of funds. Funding can only be used for travel expenses (plane ticket, hotel expenses, per diem, registration, etc.).

Funding Priority:
Priority funding will be given to students who are presenting their research (oral presentation or poster).

Funding Amount:
Awards typically range from $500–$600 per student.

Application Deadline:
Applications and all supporting materials must be submitted to the Graduate School—either in person or via email at gradschool@mtech.edu—by the start of the semester prior to the intended travel.

Spring Deadline:
First week of Fall Courses
Summer Deadline:
First week of Spring Courses
Fall Deadline:
First week of Summer Courses

Example: If you plan to travel in the fall semester, submit your application at the beginning of the summer semester.

Application Preparation:
The Graduate School does not provide assistance with completing applications. Students should work with their advisor or department head for guidance.

Application Completion:
Incomplete or partial applications will not be accepted. All required materials must be submitted together, with the exception of post-travel documents. If approved, travel expenses will be reimbursed following completion of travel.

Payment and Reimbursement Process:
Students should coordinate with their department to make purchases using the department's pro-card, charged to Index: BI6180. These expenses will be reimbursed by the Graduate School upon final approval. After approval, all documentation will be forwarded to the Research Office for processing.

MONTANA TECHNOLOGICAL UNIVERSITY GRADUATE SCHOOL

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Travel Funding Documents Checklist:

1. **To be completed *before* travel has taken place:**
    - ***a)*** ***Travel Authorization Form*** **(attached below)**
    - ***b)*** **Funding Signature Sheet (attached below)- All other funding sources — including your advisor, department head, and program dean must be explored. Any funding already secured must be disclosed.**
    - ***c)*** **Advisor Nomination and Recommendation (5 points)**
        - i) Advisors must confirm whether they lack sufficient funds to support the student's travel via email or attached to this form.
        - ii) The recommendation should highlight key benefits of conference attendance for the student's academic and professional growth.
    - ***d)*** **Personal/Professional Statement (10 points)**
        - i) A letter outlining the student's qualifications and motivation for attending the conference.
        - ii) Clearly stated goals for conference participation, such as attending professional presentations, networking with industry leaders and journal editors, and exploring collaborative opportunities.
        - iii) Justification for financial assistance.
    - ***e)*** **Research and Thesis Progress (7 points)**
        - i) Submission of a research abstract or a detailed proposal for review, regardless of acceptance status.
        - ii) Summary of research milestones and key findings.
        - iii) Indication of presentation format (oral, poster, or both).
    - ***f)*** **Student Standing and Professional Engagement (8 points)**
        - i) Membership in professional associations (if applicable).
        - ii) Enrollment status: PhD or master's student in at least their second year.
2. **Post Travel Documents: To be completed *after* travel has taken place**
    - **a. Receipts** - Please keep all receipts for relative expenses as these will need to be provided for reimbursement.
    - **b.** ***Travel Expense Form***

GRADUATE STUDENT ADVISORY PRESIDENT/ TRAVEL CHAIR SIGNATURE	DATE
☐ Approved ☐ Not Approved	
Notes:	
GRADUATE SCHOOL DIRECTOR SIGNATURE	**APPROVE**
	☐ YES ☐ No
Graduate School Index to be charged for reimbursement	**Index:** BI6180

MONTANATEC

Request and Authorization for Travel

☐ Employee ☐ Student ☐ Foreign ☐ Group

Please be sure to provide the most accurate estimate of all costs you think you will incur.

Travelers ID 790#: ______________________

Employee Name: ______________________ Address: ______________________

Department: ______________________ Business Purpose: ______________________

Airline Travel-Departure time begins 1 1/2 hrs prior to actual departure time

Destination: __________ Departure Date: __________ Time: __________ Return Date: __________ Time: __________

I am combining this trip with personal travel: ☐ Yes ☐ No (If yes appropriate documentation must be attached showing there is no additional cost)

For International Travel-
International Travel Registration Complete: ☐ Yes ☐ No

Estimated Trip Expenses:

Personal Vehicle $ 0.00 # of Miles ______ Rate ______ Rate Justification ______

Rental Car $ 0.00 Rental Car Vendor ______ Rental Cost ______ Rental Car Gas ______

Airfare $ ______

Baggage $ ______

Taxi/Shuttle $ ______

Parking $ ______

Lodging $ ______

Registration $ ______

Miscellaneous $ ______

Request for Actual Nightly Lodging Cost (if federal rate is exceeded)

In-State (check one)	Out-of-State
☐ Lodging costs temporarily unavailable, due to season demand or to special functions.	☐ Government rates were requested and were not available at hotel where the conference is; **AND**
☐ Emergency travel arrangements precluded being able to find accommodations at state rates.	☐ Necessary for purposese of accessibility and/or security to stay at the conference hotel **OR**
☐ Remote location with limited accommodations within 15-mile radius precluded accommodations at state rates.	☐ Government rates are not available at another hotel within a reasonable distance from the convention hotel. **OR**
	☐ Emergency travel arrangements precluded being able to find accommodations at federal rates.
Rate Approved: $	Rate Approved: $

Meal Per Diem $ 0.00

Time Ranges	Calculator	Number	Foreign	US Rate	Dollars	Index	Account	Activity	Amount
12:01 AM - 10:00 AM	Breakfast			$ 8.25	$0.00				
10:01 AM - 3:00 PM	Lunch			$ 9.25	$0.00				
3:01 PM - Midnight	Dinner			$ 16.00	$0.00				

○ Foreign/Other

Do you wish to receive the meal per diem before you travel? If yes, enter below.

Per Diem Advance Amt $ -

Travel Advance Amt $ -

Only for Foreign & Student Travel. Advance requests must exceed $50, enter amount above.

Total Trip Expense $ 0.00

*** Note - Accounts Payable payments are issued on Thursdays only ***

Please Use A/P Direct Deposit if possible

Prepared by: ______________ Title: ______________ Date: ______________

Phone:

I certify that I have accurately estimated ALL Business related costs to the best of my ability. The Total Trip Expense above is the maximum I am authorized to spend on travel. The travel will be completed by the lowest reasonable cost method, and I will comply with all UM Travel and Procard Procedures

Approval: Travelers Signature: ______________ Date: ______________

Supervisors Signature: ______________ Date: ______________

Revised: 04/2023

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Funding Signature Sheet

All other potential funding sources — including your advisor, department head, and program dean — must be explored before submitting this application. Any funding already secured must be disclosed below; applications without this information will not be considered by the Graduate School.

STUDENT NAME	**ID #**
CONFERENCE DATE:	**CONFERENCE LOCATION:**

ADVISOR PRINT	
ADVISOR SIGNATURE	**DATE**
FUNDING AMOUNT:	$
FUNDING TO BE USED FOR:	

DEPARTMENT HEAD PRINT	
DEPARTMENT HEAD SIGNATURE	**DATE**
FUNDING AMOUNT:	$
FUNDING TO BE USED FOR:	

DEAN PRINT	
DEAN SIGNATURE	**DATE**
FUNDING AMOUNT:	$
FUNDING TO BE USED FOR:	