

## GRADUATE STUDENT TRAVEL PROCEDURES

If these procedures are not followed **the traveler will be required to bear the expense personally.**

1. Graduate students must apply to the Virginia Tech Graduate Student Assembly Travel Fund Program at <http://blogs.lt.vt.edu/graduatestudentassembly/travel-fund-program/travel-fund-program-description/>.

General Information about the program:

- 2 funding cycles, use the above link to determine the application window:
    - Fall Cycle: July 1<sup>st</sup> – December 31<sup>st</sup>, window opens in October
    - Spring Cycle: January 1<sup>st</sup> – June 30<sup>th</sup>, window opens in March
  - Currently registered as full-time (9 credit hours)
  - Presented research must have been conducted at Virginia Tech
  - Justification of funding is required
  - Students can only receive this **once per academic year** (August – May)
  - Only one author from a co-authored paper can receive funding
  - Students **must present** at a conference or organized meeting
  - Your advisor must know that you are applying ahead of time
2. Economics Department Requirements (can only receive twice in an academic year):
    - Must have had passed your 3<sup>rd</sup> Year Paper
    - Must have approval from your **advisor** two months in advance of the conference
    - Must have approval from the **Department Head** two months in advance
      - Conference Approval Limit: \$200.00
      - Paper Submission Limit: \$100.00
  3. An Economics Department Graduate Student Travel Estimate and Approval Form must be submitted **before** travel arrangements are made, even if no overnight travel is involved.
  4. Make travel arrangements (air, state car, etc.)
    - If traveling by car, a Fleet Services vehicle **must** be used. If not, then you will be reimbursed at the Fleet Services rate only. This will be the daily rental rate of a full-size car with an estimate for gas. Please note that a Fleet Services vehicle is charged directly to the department and you are given a gas credit card to use.
    - Students traveling to the same conference or workshop **must** travel together as long as there is room in the vehicle.
    - No family members are allowed on any departmental funded trip.
  5. Attend Conference  
Prepare a Conference Report  
Note: You should attend at least 6 hours of conference activities each day that there is a full day of the conference

The Conference Report should contain the following:

- List the sessions that you attended each day
- List relevant connections you met and their contact information

6. Submit your receipts for reimbursement up to the approved amount and your conference report to Lynn. Failure to comply may affect your funding.