# 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 https://blogs.lt.vt.edu/graduatestudentassembly/what-we-can-offer-you/funding-opportunities/travel-fund-program/
2. General Information about the program:
    - 2 funding cycles, use the above link to determine the application window:
        - Fall Cycle: July 1st – October 31st
        - Winter Cycle: November 1st – February 28th
        - Spring Cycle: March 1st – June 30th
    - 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

3. Economics Department Requirements (can only receive **twice** in an academic year):
    - Must have had passed your 3rd Year Paper
    - Must have approval from your **advisor** two months in advance of the conference
    - Must have approval from the **Graduate Director** two months in advance of the conference
    - Must have approval from the **Department Head** two months in advance
        - Conference Approval Limit: $400.00 (Domestic), $500.00 (International)
        - Paper Submission Limit: $100.00

4. 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.

5. 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.

6. 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

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