

## UCCS Graduate School Travel Award Instructions

**For travel on July 1<sup>st</sup>, 2019 thru December 31<sup>st</sup>, 2019, applications will be accepted October 7<sup>th</sup> and close October 28<sup>th</sup>, 2019 or when funds are exhausted\* [All receipts must be turned in before December 1<sup>st</sup> 2019.](#)**

**For travel on January 1<sup>st</sup> 2020 thru June 30<sup>st</sup> 2020, applications will be accepted on February 10<sup>th</sup> and close on March 2<sup>nd</sup>, 2020 or when funds are exhausted \* [All receipts must be turned in before May 1<sup>st</sup> 2020.](#)**

Travel awards are primarily first come first serve. The Graduate School offers grants for graduate students to present research findings at meetings or conferences or to attend for professional development purposes. *The Graduate School provides a travel grant of up to \$400 for domestic travel and students may request additional funding if traveling internationally; requests may be granted as budget allows.* Funds may be used for travel, lodging costs, registration fees, gas, taxis or other transportation logistics as approved by the Graduate School. Funds will be applied directly to the student's tuition account. If the account balance is zero, a direct deposit refund will be disbursed by the Bursar's office.

**The grant is treated like a fellowship and reported to the Office of Financial Aid; therefore, please be aware it may affect your student loan package. For international students, this award may be taxed because it is not considered a tuition and fees scholarship.** The grant is contingent on account funding by the Graduate School. **First time applicants, presenting research, are given priority.** Only applications that are completely filled out and include all required documentation will be considered. The application is an electronic document – please fill in all information in the spaces provided. \*We are open to your definition of professional development. JUST ASK!

The applicant must be enrolled and in good standing, and the travel must occur while the applicant is still an active student (part-time, full-time, or registered as a candidate for degree) are eligible to apply.

The applicant must be traveling to a meeting/conference to present his/her own work. *If the applicant is attending for professional development only, there must be a written letter of support from their advisor.* **Students travelling for course requirements may apply but award amounts will vary based on funds available. Additionally, students traveling for course requirements need a letter of support from the course faculty.**

The applicant must be enrolled during the term that the travel occurs (excluding summer). If the travel occurs during the summer (and the student is not enrolled), the grant will be applied to the fall bill.

\*A student receiving significant travel funding (over \$800) from other sources (a fellowship, scholarship, grant, departmental travel funds) is not eligible for the Graduate School Travel Award.

Here are the required elements to complete the **Travel Award application document, found online:**

- 1) Student legal name, Student ID #, and contact information. We will verify GSA membership
- 2) Dates of Conference/ Workshop
- 3) Title and Location of Conference/ Workshop
- 5) Faculty Advisor contact information
- 6) Applicant must confirm that they have received their advisor's approval for the travel.
- 7) Supporting documents showing that you will be presenting at this conference (e.g. conference acceptance letter/email, program, abstract etc.) or letter of support to attend for professional development. Travel receipts must also be submitted showing proof of attendance (flight, hotel, car, etc.) [and turned in before the end of the semester in which the award is given.](#)

Please submit all travel documents, including the travel award fillable online application to Sarah Elsey in the Graduate School office: [selsey@uccs.edu](mailto:selsey@uccs.edu)

**Include in the subject line "Travel Award Application:" and provide your first and last name (i.e.: Travel Award Application: Jane Smith) Please call Sarah at 719-255-3072 if you have questions regarding your application. We do not take responsibility for students not receiving awards due to submitting reimbursement requests inaccurately.**

**The Graduate School office is located in Cragmor Hall Room 110.**