



**CONFERENCE TRAVEL SUPPORT  
2016/2017 (FY 17)**

Disseminating scholarly work is essential to advance practice, promote additional research, and to begin establishing students as scholars in their field. The CHSE Department, therefore, seeks to provide partial support for professional travel. Toward that end, the Department provides travel support for doctoral students who are presenting research at a national conference.

*Support Levels*

1. Maximum funding level depends on the location of the conference to which the student is traveling. Maximum travel award amounts are: \$250 for travel east of the Mississippi, \$400 for travel west of the Mississippi, including Canada or Mexico; and \$600 for international travel outside of North America and Mexico.
2. Typically, a student may receive only one travel award during the fiscal year (travel occurring between July 1, 2016 and June 30, 2017). In unusual cases in which a student has received much less than the maximum award for eligible travel to one conference, the student may receive additional support for a second conference only so long as the total support across both conferences does not exceed what the student would otherwise have received for the earlier conference.

Students are encouraged strongly to apply also for other funding sources. The Graduate School operates two funding programs (Jacob Goldhaber or Ilene Nagel travel grants) that *may* match awards from CHSE. The Graduate School funding programs require a separate application and must be completed prior to travel.

*Criteria*

1. This award is for doctoral students only.
2. The award period is for conference attendance occurring between July 1, 2016 and June 30, 2017.
3. The student must be giving a poster, paper, or presentation that presents research at a national or international conference for which submissions were refereed (i.e., acceptance is selective). The student must present a copy of the written notification of acceptance.
4. The student must complete the CHSE Travel Approval Request Form prior to travel. After travel, the student must complete the University of Maryland Travel Expense Statement and provide *original* receipts for all expenses for which reimbursement is

being requested. Expenses eligible for reimbursement include transportation<sup>1</sup> (air, train, etc.), lodging, and conference registration. Inquiries about the eligibility of other types of related expenses should be directed in advance to the Department's business services specialist (Elaine Henry) or business manager (Blesilda Lim).

*Application Process*

Prior to travel to the conference, the student must complete the application (below) requesting these funds; the application must be supported in writing by the student's advisor or faculty sponsor.

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<sup>1</sup> Transportation or lodging expenses for travel within the Baltimore/Washington metro area typically will not be reimbursed. Registration fees for local conferences, if such conference meets the criteria in #3, above, are eligible for support.

# APPLICATION FOR CHSE TRAVEL FUNDS

Name of Student:

Student UID:

Student's Complete Mailing Address:

Student's Phone No. Home:

Work:

Student's Email Address:

CHSE Program (e.g., School Counseling, CSP, Higher Ed, International Ed, Special Ed, etc.):

Name of Conference:

Location (city):

Date(s) of Attendance:

Title of Paper/Poster/Presentation (include full APA-style citation, including co-authors where applicable):

Yes  No Was this paper/poster/presentation selected through a refereed process? (i.e., work was submitted to an individual or panel and accepted selectively)

**If the paper/poster presentation is co-authored**, provide a brief description of the amount and nature of your contribution to the paper or paper session (you may use a separate attached sheet, if necessary).

Yes  No Have you previously received support from the CHSE Department for travel occurring between July 1, 2016 and June 30, 2017? If so, please list the conference(s) and amount(s) previously provided.

Have you received **any additional funding** for this conference attendance? If so, please specify the source and the approximate amount of funding.

**Expenses.** Briefly list the expenses for which you are seeking reimbursement. The CHSE Department will award a **maximum of \$250** (travel east of the Mississippi) or **\$400** (travel west of the Mississippi, including Canada or Mexico) or **\$600** (international travel outside of North America and Mexico) toward expenses, or a lesser amount if the student has received a previous award during FY 17.

## **Required Attachments:**

1. Receipts for all expenses for which reimbursement is being requested (after travel is complete).
2. University of Maryland Expense Statement Form
3. A copy of the written notification from the conference organization of paper/poster session acceptance

*Student and Faculty Signatures:* We certify that the above information is true and correct.

\_\_\_\_\_  
Student's Signature                      Date                      Faculty Advisor Signature                      Date

**Submit completed, signed form to Elaine Henry.**

Approval by Graduate Director: \_\_\_\_\_  
Signature    Date