

## GUIDELINES

Graduate Student Travel  
Funded by  
The Office of Graduate Studies (OGS)  
And the Graduate Student Council (GSC)

Travel reimbursements are funded by the Office of Graduate Studies for category A and from the Office of Graduate Studies *and* the Graduate Student Council for categories B & C. The funding is awarded on a first-come, first-served basis and only one award per student per academic year is allowed. (July 1-June30).

Travel Reimbursement Requests can be made for the following:

**A. Travel to present work at a technical conference or professional meeting:**

Doctoral or Masters Degree candidates who have an accepted poster/paper presentation on their research at a technical conference or professional meeting. This award consists of reimbursement of expenses up to \$400.

Documentation required at time of application: conference name and website, copy of conference acceptance of the poster/paper presentation, title and author's list for the poster/paper presentation.

**B. Travel to attend a technical conference or professional meeting:**

Graduate students traveling to professional meetings from which, as determined by their advisor, they will derive significant educational benefit, even though they may not be presenting work of their own. This award consists of reimbursement of expenses up to \$200.

Documentation required at time of application: copy of conference announcement or registration page that includes date and place of event, support statement from the applicant's advisor.

**C. Travel to collect data for thesis or dissertation\*:**

Graduate students traveling for the purpose of collecting dissertation or thesis-related data at laboratories (e.g. running experiments at national facilities) or doing research at specialized libraries or specific communities. This award consists of reimbursement of expenses up to \$200.

Documentation required at time of application: a brief statement of purpose and value of travel supported by applicant's advisor.

\*For larger travel grants (up to \$700) for data collection, students may apply to the "*Graduate Student Research Award*" competition held at the beginning of the Fall and Spring Semesters. See [gradstudy.tufts.edu/research&teaching](http://gradstudy.tufts.edu/research&teaching) (look under "Funding Opportunities at Tufts") for more information.

## PROCEDURES

1. Complete travel request form. (Available from the department Staff Assistant, from office of Graduate Studies or on line at [gradstudy.tufts.edu/research&teaching](http://gradstudy.tufts.edu/research&teaching) (look under "Funding Opportunities at Tufts")

- a. Completed forms should be sent to the Office of Graduate Studies (OGS) with required documentation (see guidelines above)
- b. Forms must be received by the OGS at least 2 weeks prior to departure.

2. Confirmation of funding will be sent to traveler prior to departure – confirmations will be sent to department mailbox and/or via email.
3. When traveler has returned, a university “Travel...Expense Form” must be completed and sent to the OGS. Receipts for all expenses should be included with form. Only **ORIGINAL** receipts will be accepted. Receipts may include: print out of on-line air and or hotel reservation showing record of payment, paid hotel bill, boarding pass, receipts for taxi, meals, paid conference fee, etc.
4. In some cases the department and or a grant may offer supplemental payment to this award. However, ONE expense form should be used for the reimbursement of expenses for the same trip.
5. Form and receipts for reimbursement must be submitted within 2 months of return from travel. Except for special circumstances, if the form is not received during that time period, the grant may be forfeited.
6. If for some reason the trip is not taken, the OGS should be notified ASAP.