

## **Administrative Guide for the Disbursal of Research/Travel Awards**

- a. Research-travel awards shall be granted to the Members of the GSA on a first-come-first-serve basis but limited in the Fall semester to 60% of the budget in order to reserve funds for the spring semester.
- b. The GSC will award research/travel funds for international travel but GSC funds must be used as a supplementary source (other funding sources should be used before GSC funds).
- c. The Treasurer shall conduct training workshops, as necessary, on the Research-travel award process.
- d. Travel awards for the 2006/2007 fiscal year shall consist of \$125 from the SGA budget, matched by the Graduate School totaling \$250. If a student is presenting research material at a conference (papers, posters, etc.) the Graduate School will provide an additional \$50.
- e. The maximum amount of money for a single award may be adjusted from the \$250.00/\$300.00 award by a three-fourths majority vote of the GSC. Students may travel on more than one occasion but may spend no more in total than the maximum amount. Students who travel to the NAGPS Regional or National meetings shall also be permitted to access the "NAGPS Travel" and "Discretionary" line items of the budget at the discretion of the President or apply to the SGA Finance Committee for SGA funding.
- f. If fifteen or more students from the same department travel to the same meeting, no more than \$3,750 (fifteen times the \$250 individual award) shall be awarded to the group as a whole. Furthermore, if the department was in inactive status at the end of the previous academic year, the maximum group award shall be limited to ten times the individual award. This maximum can be waived once per year pending a request by the departmental representative and subject to limits described in paragraph (j) and approval by the Council.
- g. Research-travel award requests shall be submitted to the Treasurer at least one week prior to the anticipated date of travel. Requests for exceptions to this policy must be made in writing to the Treasurer and shall be granted only on the approval of a majority vote of the Executive Council.
- h. A properly completed reimbursement form and all original receipts shall be submitted to the GSC Treasurer within six weeks of returning from travel. The GSC Treasurer will forward these requests to the designated university official in charge of reimbursements. Requests for extensions due to extenuating circumstances shall be made in writing to the treasurer within the six-week period and shall be subject to approval by the Executive Council.
- i. No awards shall be made to a Member whose department is in inactive status when the request is made. The Treasurer shall make it known to Members who were thus denied funds when their department regains active status and that they may then reapply.

- j. No department shall be allowed to access more than twenty percent of the total "Travel/Research" line-item budget of the GSC in a single fiscal year. The Treasurer shall notify the department Representative when 15% of the said budget has been allocated to that department.
- k. If the treasurer is not notified by the departure date of the cancellation of a Member's travel plans, that Member shall be ineligible to receive Research-travel funds for the remainder of that academic year.