**Administrative Guide for the Disbursal of Travel Awards**

**If you have any questions please contact the GSC Travel Administrator at** [**gsctravl@louisville.edu**](mailto:gsctravl@louisville.edu)

1. Travel awards shall be granted to the Members of the GSA on a first-come-first-serve basis.  At the discretion of the Executive Council, the number of awards granted for travel during the summer and fall semester, may be limited in order to reserve funds for the spring semester.
2. For every graduate student, we will appropriate at least $100

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| **Not Presenting (only attending)** | **Presenting** |
| Maximum up to $200 | Maximum up to $350 |

1. Graduate Students will be eligible receive up to a maximum of $350 per academic year to compete, perform, or present at conferences.  A maximum of $200 per academic year is eligible for registered attendance and networking at conferences.
2. The maximum amount of money for a single award may be adjusted from the $200.00/$350.00 current award by a three-fourths majority vote of the GSC.
3. 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.
4. 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 Travel Administrator shall notify the Departmental GSC Representative when ***15%*** of the said budget has been allocated to that department.
5. Research-travel award requests shall be submitted to the Travel Administrator through the GSC Website ***at least two weeks prior to the anticipated date of travel*.** Requests for exceptions to this policy must be made in writing to the GSC Travel Administrator by five business days after the date of travel, and shall be granted only on the approval of a majority vote of the Executive Council.
6. A properly completed reimbursement form and all original receipts shall be received by designated university official in charge of reimbursements within ***five to eight weeks of returning from travel.*  To allow time for processing, Members shall submit completed paperwork to their UBM and initiate processing *within 30 days of returning from travel.*** Requests for extensions due to extenuating circumstances shall be made in writing to the travel administrator within the 30 day period and shall be subject to approval by the Executive Council.
   1. Regardless of if you have received Travel Funds or are on the waitlist to receive Travel Funds you **MUST** Complete the Travel Reimbursement Form **within 30 days the return of your travel.** If you fail to meet the submission deadline without prior approval from the GSC Travel Administrator your funding will be revoked or denied.
7. No awards shall be made to a Member whose department is in **“inactive”** status when the request is made.  The GSC Travel Administrator shall make it known to Members who were denied funds when their department may regain **“active”** status.  It shall be the Member’s responsibility to communicate with their Departmental GSC Representative if they have regained **“active”** status so that they may then reapply.
8. If the travel administrator is not notified by the departure date of the cancellation of a Member's travel plans, that Member shall be ineligible to receive Travel funds for the remainder of that academic year.