

MEMORANDUM

TO: Deans; Associate Deans; Members, GRAB; Graduate Advisors; Chairs, Graduate Studies Committees; Financial Assistants; Graduate School Staff

FROM: Philip Cohen, Dean, Graduate School

DATE: August 25, 2006

SUBJECT: Revised Travel Procedures of Supplemental Funds for Graduate Student Travel

cc: Dana Dunn, Vice President for Academic Affairs and Provost

The Graduate School has funds available to support graduate students presenting the results of their research at professional meetings in AY 06-07. Criteria to qualify for funds will remain the same as in the past. However, procedures for disbursing funds have been revised. Each Graduate College/School Dean will receive a funds transfer from The Office of Graduate Studies, in the amount of \$2,000.00, by September 15, 2006. The departments may request use of these funds from their Dean. The department will be responsible for verifying the students' qualifications, maintaining records of the funds disbursed, completing the "Graduate Student Travel Usage Report" entirely, and returning the report to The Office of Graduate Studies by Aug. 15, 2007.

U.S. travel funding maximum is \$250 and the foreign travel funding maximum is \$500. Please remind your graduate students that these funds are available. The guidelines for qualifying for such financial support are as follows:

1. Student must be enrolled in graduate-level courses at the time of travel.
2. Student must be traveling to a conference to make an oral presentation of an original research paper. Workshops are not covered.
3. U.S. funding maximum \$250.00. (Includes Canada, Mexico, and Puerto Rico.)
4. Foreign funding maximum \$500.00. (Includes Hawaii.)
5. The Office of Graduate Studies will disburse a maximum of \$2,000 per College/School for the 2006-2007 fiscal year.
6. Graduate School will match the amount paid by the department up to the US (\$250.00) or Foreign (\$500.00) maximums.
7. One trip per student for the 2006-2007 fiscal year.
8. All travel must be completed by Aug 10, 2007.
9. Maximum of four people from the same department going to the same conference
10. Completion of "Graduate Student Travel Usage Report" returned by Aug. 15, 2007.

After the "Graduate Student Travel Usage Report" is returned to The Office Graduate Studies, a review will be preformed to verify that all the qualifications to receive travel funds have been met. A define VT2 document will be processed to return any unused funds or discrepancies after reconcialtion to the GS.

Please contact Cindy Rash in The Office of Graduate Studies by phone at extension 25354 or by e-mail at cindyr@uta.edu, to coordinate the funds transfer.

Attachment