

# Graduate Student Travel Grant Application

Fiscal Year 2021-2022: June 1st-May 31st

Name \_\_\_\_\_ TCU Email \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_ Program \_\_\_\_\_

Degree being sought \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Travel Destination \_\_\_\_\_ Departure \_\_\_\_\_ Return \_\_\_\_\_

## Reason for Travel

- Presentation of research results

Name of conference (non-abbreviated) \_\_\_\_\_

Name of presentation: \_\_\_\_\_

Type of presentation  Paper  Poster  Other \_\_\_\_\_

Registration: \$ \_\_\_\_\_ Transportation: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_

*✍ Attach a hard copy of confirmation of acceptance and abstract*

- Conduct original research related to field of study

Name of institution or site \_\_\_\_\_

Transportation: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_

*✍ Attach hard copy of your itinerary and confirmation of access to on-site resources*

*✍ Attach one-page explanation of how this research applies to your field of study and why this travel is necessary to your research*

- Creative Performance (Fine Arts students)

Type of Creative Performance \_\_\_\_\_

Name of event or site where performance is held \_\_\_\_\_

Transportation: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_ Registration: \$ \_\_\_\_\_

*✍ Attach hard copy of your confirmation of acceptance and/or participation*

Total Estimated Cost: \$ \_\_\_\_\_

Do you have other sources of funding for this travel?

No  Yes Please list the sources and amounts \_\_\_\_\_

Have you previously received a Graduate Student Travel Grant?

No  Yes

## Endorsements (original signatures required)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Department Advisor or Chair PRINT

\_\_\_\_\_  
Dean's Office PRINT

\_\_\_\_\_  
Department Advisor or Chair SIGNATURE

\_\_\_\_\_  
Dean's Office SIGNATURE

# Graduate Student Travel Grant | 2021-22 Policies & Procedures

The Graduate Student Travel Grant Program has been established to support travel of graduate students for purposes directly related to research. Funds may be used by graduate students to 1) present (or creatively perform) the results of their TCU research or 2) conduct research related to their field of study. Students from all academic departments are welcome and encouraged to submit grant applications. While co-funded by the Graduate Student Senate, the Office of Graduate Studies administers the graduate student travel grants.

The maximum award is \$400 for domestic travel and \$800 for an international destination. Limited funds are available. Travel grants are awarded on a first come, first served basis, assuming applications are complete and accompanied by required documents. During the spring semester, however, priority may be given to students who have not received a previous travel award. Students are eligible for one award per academic year (June 1 - May 31).

## **Before & During Your Travel**

Completed applications along with proof of attendance to the Office of Graduate Studies 30 days prior to travel. Incomplete applications will be returned to applicant for necessary revisions. Travel must be completed for funds to be disbursed. Travel that is ineligible for a graduate student travel grant includes: class trips, travel for class projects, and travel for professional development not directly related to research. Students will be notified via email of their approval for a travel grant as well as detailed instructions for reimbursement.

*While not required for your approval for a travel grant, we ask that you provide photographs of you presenting, doing research, networking, etc. while on your sponsored trip. These pictures will appear on the Graduate Studies website and Facebook page, and/or GSS website. If you do not have a digital camera, one will be provided for you for a limited period of time. Email [tcugradstudies@tcu.edu](mailto:tcugradstudies@tcu.edu) a completed photo release form and your photos at the time you submit your reimbursement form.*

## **Advances**

Graduate students who are TCU employees or hold a TCU assistantship that pays a stipend may request an advance

for travel related to their TCU program of study and for which they have University funding. Requests for advances must be approved by the academic program dean or the TCU Dean of Graduate Studies.

Once the travel has been completed, a request for reimbursement must be filed within 30 days of return. Your request for reimbursement must be accompanied by original receipts. If the reimbursement is not filed within this period, the outstanding advance amount may be deducted from the student's paycheck or stipend check to cover the advance. Graduate students who are not employees or assistants with a stipend are not eligible for advances. They can ask an advisor in the department of their discipline to get an advance in their name and then indicate on the reimbursement form that the funding source is to pay back the advance.

## **After Your Travel**

Submit your completed reimbursement form with original receipts (and photographs) to the Office of Graduate Studies within 30 days of travel.

## **Tax Exemption**

The University is exempt from Texas sales tax. Faculty and staff should review expenses as they are incurred to verify that sales tax has not been assessed. In the case of hotel taxes, the University is exempt from Texas hotel occupancy tax. The University is not exempt from the city portion of the hotel occupancy tax. Although not required to do so, some other states also may honor the University's exemptions. Copies of the University's Texas Sales Tax Exemption and Texas Hotel Occupancy Tax Exemption forms are available in the Financial Services Office. These forms should be submitted to the hotel at the time of registration/check-in.

In plain English: If you are travelling within the state of Texas, your hotel will add to your bill Hotel Occupancy taxes, some of which your travel grant may not cover. Download and print the tax exemption form from the TCU Graduate Studies website, give it to the hotel when your check in, and they will not charge you the taxes TCU wouldn't be covering. Hotels in other states may or may not honor TCU's tax exemptions but it's worth a try to save a few bucks.