**Department of Geographical Sciences**

**Graduate Student Travel Policy**

Graduate students in the Geographical Sciences Department are encouraged to attend professional meetings and present papers at these meetings. This is a wonderful opportunity to mature as a professional geographer and to make contacts.

In order to help support graduate student attendance at professional conferences, the following departmental support is available on a first come first serve basis until allocated funds have been depleted. These funds will normally not be used for graduate students who are Graduate Research Assistants unless the subject of their paper falls outside of the research area of the grant from which they are funded.

Steps involved in obtaining support:

1. Organizational Support: You should review organizational support options first. Many Geography organizations waive or cover registration fees for students giving papers. For example, AGU has a travel award of $600 for students who are presenting a paper and are members of AGU.
2. Departmental Support::
3. Registration fees for any relevant conference, if not covered by the conference + $100 (if regional association meeting) or + $250 (if national association meeting) in additional support to give paper/presentation.

OR

1. Matching funds for the Graduate School’s Goldhaber Travel Grant. Please see the following link for more information: <https://gradschool.umd.edu/funding/student-fellowships-awards/graduate-school-travel-grants>. If you are eligible for a graduate school travel award, departmental support will be contingent on your application for this award.
2. Explore all potential funding options available to you. The departmental support is not designed to cover all of your expenses. However, when combined with other potential support, the support available is much more significant.
3. Applications for the Goldhaber Travel Grant should begin **2 months** before your travel date. Please follow the steps below **before** submitting a travel memo to the department:
   1. Submit application for Goldhaber Travel Grant to the Graduate School using the Graduate School Awards System (<http://www.gradschool.umd.edu/GSAwardsSystem/>). Closely follow the instructions within the application, provided below: <https://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/goldhaberapplication.pdf>.
   2. You will be notified within two weeks if you have received funding.
   3. If you receive funding, you must fill out and return the grad travel memo to Mary Mitkish ([mmitkish@umd.ed](mailto:mmitkish@umd.ed)) no later than **one month** before your travel date. Please follow the instructions listed in *a-e* in step 6 below.
4. If you are applying for Registration + a monetary amount, you may begin with this step. To request travel support, send Mary Mitkish ([mmitkish@umd.edu](mailto:mmitkish@umd.edu)) the following items **no later than one month prior** to the conference date:
5. The department’s travel memo (below), countersigned by your advisor, requesting support for the trip and outlining your requested funding amount.
6. An abstract of the presentation you plan to give at the conference.
7. Proof of receiving a Graduate School travel award (Goldhaber or otherwise).
8. Completed paperwork for any potential conference or related association support.
9. Items a-d above should be completed **prior to your submission of a TAR.**
10. After submitting your grad travel memo, the next step is to submit a TAR. The TAR can be found at <http://www.smartcenterforms.umd.edu/newtravel.htm>. Please keep the following in mind when filling out the TAR:
    1. Only note on TAR expenses up to the expected award amount from the department. **Do not** put any costs beyond the award amount as the department will not cover them. For example, if the department has awarded you $800 but your trip costs $1000, you may only put up to $800 on the TAR.
    2. If you want the department to pay for the lodging/registration fee or conference using the travel card, it must be noted in the comment section of the TAR. You **must** also bring back a copy of the hotel receipt with a zero balance. This is needed for the travel credit card log and is an audit requirement.
    3. If charges for the trip are going to be split between two or more KFS accounts:
       1. you **must** note in the comments section of the TAR the amount that each account will be charged. For example, “$800 charged to KFS# 1234567 and $1000 charged to KFS# 7654321.”
    4. If you decide to pay for any expenses related to the travel up front that were agreed to be covered by the sponsor (department/grant, Goldhaber, etc.) you can submit receipts with your expense statement at the end of the trip.
    5. No expenses can be reimbursed until the end of the trip.
    6. If credit cards were used to purchase trip related expenses (ie. conference fees, lodging, etc.), a copy of the credit card statement and the receipt showing "zero payment is due" must be submitted with the expense statement in order for the traveler to receive reimbursement.
11. After the TAR is approved, you will receive a copy of the TAR from Christine King informing you that it was approved.
12. Departmental travel funds will be awarded on a first come first serve basis until allocated funding has run out. You will be informed within two weeks about the amount of money the department is able to provide.
13. Graduate students who are presenting papers at national level meetings and who have carefully reviewed the national conference and graduate school’s travel funds options will be given preference if simultaneous requests are received and there are not sufficient funds.
14. It is a good idea to be creative and strategize with fellow graduate students to reduce the costs of the trip (for example sharing a hotel room). This would help maximize the support that could be provided by the existing dollars.
15. It is required that upon two weeks of your return you provide Kusuma Prabhakara with a one-page written summary of the conference and a photo. These will be used for the Department’s newsletter.

**Department of Geographical Sciences Graduate Travel Memo**

**Student name: Student ID:**

**Student funding (circle all that apply):**

Full TA Half TA Full Fellow Half Fellow Full GRA Half GRA Self-funded

**Advisor name: Advisor signature:**

**Conference name: Conference dates:**

**Conference scale (circle): Conference location:**

Regional/local National/international

**Student’s conference activities (circle all that apply):**

Presenting paper/presentation Receiving award Panelist/workshop leader

Attending sessions Other (please list):

**Title of paper/presentation:**

**Source of additional travel/registration support (circle all that apply):**

Association (please list): Award amount:

Goldhaber (if applied) Award amount:

Other (please list): Award amount:

**Support requested from Department (circle one):**

**Option 1: $250 + registration**

Registration Cost:

**Option 2: Goldhaber match**

Goldhaber award amount**:**

Date award received: (include a printed confirmation of the award with this memo)

**Read and sign the statement below:**

*As a recipient of Departmental travel support, I agree upon two weeks of my return to provide Kusuma Prabhakara with a one-page written summary of the conference and a photo, to be used in the Departmental newsletter.*

Printed name: Signature: Date: