

SLLC Travel Award Guidelines: Graduate Students

SLLC Graduate Students will be allotted **up to \$750 in SLLC funds** per academic year for reimbursement of 50% of the total approved cost of travel for conference presentation.

In practice this means that single trips over \$1,500.00 will be granted the maximum \$750.00. Trips that cost under \$1,500 will be reimbursed at less than the maximum of \$750.00. For example, if the approved cost of a single trip is \$1,000.00, the reimbursement will be \$500.00. If the approved cost of a single trip is \$400.00, the reimbursement will be \$200.00. You may apply multiple times during the year, up to the maximum reimbursement of \$750.00. Unspent allotted funds do not carry over to successive years.

To apply for funds, complete the **SLLC Travel Approval Request Form** and the **Supplemental Travel Approval Request Form for Graduate Students** (see "Graduate Students" under the "Information for" tab on the SLLC website for a downloadable PDF form or Jimenez 3215 for a hard copy). Please note that the Supplemental TAR requires signatures from your Department Head and Director of Graduate Studies; make sure to obtain these signatures **BEFORE** submitting your application, *even if you are not receiving funding from other sources*. Both forms should be saved as PDF (be sure to **include your name in the file name**), and emailed to sllc-travel@umd.edu **at least one month prior to the intended travel date**. Please include proof of acceptance (translated into English, if need be), the title of your paper, and documentation of any external funding sources in the email application. **International travel** requires approval from the Dean's office; **requests should be submitted at least six weeks prior to travel**.

If you would like Administrative Affairs to book and prepay any of your travel expenses (hotel, airfare), you must **apply six weeks prior to your travel date**. Please note that reimbursement for airfare you purchase yourself requires detailed documentation and can only occur after travel is completed as per university policy: "*Tickets purchased using a personal credit card will not be reimbursed until after travel has been completed. Note that expense reimbursement for airfare requires an itemized invoice that details vendor name and address, flights used, price paid, and form of payment receipt.... Departments must ensure that tickets purchased are used in accordance with University policies and procedures. Unused tickets or portions of tickets must be processed for credit, which may be due the University. Tickets and credits are the property of the University.*" For more information on UMD travel policies, see: <http://www.dbs.umd.edu/travel/>.

For reimbursement purposes, awardees are advised of the following stipulations:

- Only actual expenses with original receipts will be reimbursed.
- Reimbursable items up to \$750 include:
 - Airfare, bus, rail, car, taxi, parking
 - Lodging (capped at \$100 per night for the duration of the conference only)
 - Conference registration
 - Mileage (<http://www.dbs.umd.edu/travel/services/rates/pov.php>)
 - Per diem (domestic: <http://www.dbs.umd.edu/travel/services/rates/domestic.php>; international: <http://www.dbs.umd.edu/travel/services/rates/foreign.php>. Note that

any meals included in the conference registration fee are not covered under per diem, and that receipts are not required for food and meals covered under per diem.)

- Membership dues will **not** be reimbursed.

Although matching funds are not required to receive SLLC travel support, graduate students are highly encouraged to seek additional funding in support of conference travel from their departments, ARHU, and the Graduate School (see below for information on these funding sources), Please attach a copy of any award letters to the application emailed to sllc-travel@umd.edu.

Upon completion of conference travel, graduate students should submit a *Travel Reimbursement Form* (SLLC website or 3215 Jimenez) and original receipts **within 30 days of the return date**.

Graduate School Awards:

Jacob K. Goldhaber Travel Grant. The Goldhaber Award is a matching grant and requires that students secure funding from an internal or external source prior to submitting an application. Please see complete guidelines for additional information:

<https://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/goldhaberapplication.pdf>

International Conference Student Support Award (ICSSA). The ICSSA pays for the registration fee for conferences located outside of the United States. Please see complete guidelines for additional information:

<https://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/Awards/icssaguidelinesapplication.pdf>

ARHU Awards:

ARHU Graduate Student Travel Awards 2016-17. To support the professional development of our graduate students through the presentation of original research, the College of Arts and Humanities awards grants for travel to significant national and international conferences. There will be three competitions per year: <https://www.arhu.umd.edu/graduate/fellowships/travelawards>