

There are at least three sources for student travel:

1—Department of Psychology

The Department of Psychology will support two trips per year; if the travel does not involve airfare, \$250 per trip; if the travel involves airfare, \$500 per trip. However, JER will first request that you use the graduate school and CAS travel awards first. Any trips beyond two per year, or higher than those limits, should be paid for by the student or by requesting special consideration. These trips should be for advancing the academic and scholarly mission of the dept (e.g., paper presentations, scientific conventions, etc).

To request money, do three things: 1—use the graduate school and CAS awards first. 2—if you do not get a GS or CAS award, send me a brief note (email) explaining your trip, with the dates and purpose of the conference, the role you will play (present paper; Presidential address), and how this furthers the strategic goals of the department. 3—I will send you an email with approve or disapprove. If I approve, then you should fill out the dept Travel Authorization form and the form will come across my desk for signature. A TA form must be completed and filed PRIOR to the departure date or reimbursement of expenses will not be approved. Original receipts must be submitted for reimbursement of travel and lodging expenses, registration fees, and parking. Receipts for meals are unnecessary since meals are reimbursed on a per diem basis. Reimbursement must be consistent with university guidelines.

2—Graduate school

For the Graduate School travel money, students must fill out form G-TG3 explaining the importance of the conference they're attending and must include an abstract for their paper and/or poster they will be presenting. Their advisor must fill out form G-TG2 recommending them and their program director must fill out G-TG1 nominating the first, second and third choices for the award.

The link to the forms are here:

<http://www.gradschool.sc.edu/doclibrary/documents/G-TG1.travel.grant.program.nomination.pdf>

<http://www.gradschool.sc.edu/doclibrary/documents/G-TG2.travel.grant.advisor.recommendation.pdf>

<http://www.gradschool.sc.edu/doclibrary/documents/G-TG3.travel.grant.student.request.pdf>

3—College of Arts and Sciences travel award

The link to the CAS travel award money is here: <http://www.cas.sc.edu/dean/handbook/3-2.html> . Text is below.

III.2 Graduate Student Travel Awards (GSTA)

The College of Arts and Sciences is pleased to continue a program to support graduate student research and creative activity. Students enrolled in the College of Arts and Sciences terminal graduate degree programs (i.e. PhD or MFA) are eligible to apply for funding from the Office of the Dean in support of travel expenses for papers presented at national or international professional meetings or conferences, or for performing or exhibiting original work. Maximum awards will be \$500 for national and \$1,000 for international travel. The student's presentation **must** be officially recognized by the sponsoring organization. Requests to support travel to regional meetings will **not** be considered.

Guidelines:

- Students must be currently enrolled and in good standing. Supporting letter from students advisor, department chair, or program chair should indicate student status (i.e. degree, year, and standing).
- Preference will be given to students who have not previously received a GSTA. No more than one award per 12 month period will be given.
- In the review of applications, consideration will also be given to those students who have been able to secure partial financial support from their major professor, departments and/or sponsoring organizations. Please indicate source and amounts of other support in application cover letter and support documents. Students who have received a travel grant from the graduate school should indicate amount of award.
- The maximal amount of a request for support is **\$500** for national travel and **\$1,000** for international travel. Awards may be made for less than the full amount requested. **Awards are given as reimbursement of expenses after the travel has been completed.** A formal Travel Authorization must be submitted and approved via the student's departmental home.
- An applicant must furnish evidence that his or her presentation, performance, or exhibition will be officially recognized, e.g., by a letter or notice of acceptance or citation in the meeting's and/or events program schedule.
- The request **requires the signature and statement** of support from the student's major professor and the department/program chair.
- Students must be giving first- or single-authored/solo presentations, performances, or exhibitions vs. co-authored, co-presented, or group presentations.
- Students should submit a bundled package as a request, containing the following items:
 1. Completed application form (available at this link: [Graduate Travel Award application form](#))
 2. Letter from advisor
 3. Letter from departmental chair or director of graduate studies

4. Document showing student on the meeting program as a sole or lead author
 - **All application materials must be assembled into a single package** and submitted to Associate Dean Will Graf, (251 Gambrell Hall, 777-7161, graf@sc.edu) a minimum of six weeks prior to intended travel.

For more information please see the memo from the Dean on graduate student support for presentations at national and international meetings.

Also see: Checklist for Graduate Student Travel Award Applications