

# Graduate Student Association Travel Award Instructions

The state approved new travel rules and regulations effective July 1, 2007. The new state regulations require the university to follow the federal travel per diem rates, with no exceptions. If you are applying for travel funding you must follow the new travel polices so please review all the information listed below and review the UNR Travel website at <http://www.unr.edu/vpaf/controller/travel> for additional information. You must view the rates at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) for your primary destination to determine which hotel and meals and incidental expense (M&IE) rates apply. If a city is not listed on the federal travel per diem web site, the rate will be \$60 for lodging and \$39 for meals and incidentals.

**Overview:** The GSA supports graduate travel through the GSA Travel Award Program in the form of travel grants. These funds support graduate students to present papers and posters at conferences, participate in panel discussions, and attend conferences, lectures and seminars that contribute to the development of their program of study. First priority for funding will be given to presenters. Second priority will be given to attendees. **Students may make only one application per academic year.** The maximum award will be \$500. Conference registration cannot be funded by the GSA.

**Travel deadlines:** Students must submit all paperwork to the GSA office by the following dates: *(If the deadline falls on a Saturday or Sunday, paperwork will be due on the following Monday)* **applications turned in after the deadlines listed will not be processed**

Academic Term:	Application Deadline:	Covers Travel Between:
Fall	September 15	October 1-February 15
Spring	February 2	February 16-May 15
Summer	May 1	May 16-September 30

**Applications:** Completed applications must be submitted to the GSA offices, Mail Stop 0057, JCSU Room 302 by 5:00 pm on deadline date. No exceptions will be made. Late applications will not be processed. **Only this form is acceptable.**

**Check List:** Use the following checklist to ensure that your application is complete. **Failure to include any of the following will result in disqualification and application being returned.**

- Completed application with no blanks.
- Copy of lodging quote.
- Copy of transportation quote.
- Copy of Abstract (if presenting) OR Letter from Advisor explaining reason for attendance (if not presenting)
- Signature on the Application Form

**Food:** The meal per diems are set at reasonable rates according to travel location. When you turn in your travel claim, this amount may vary depending on the official time you leave and return. A sample of per diem calculations is provided below.

Table 2 -- Federal Meal and Incidental Expense (M&IE) Per Diem Rates: claim for per diem reimbursement.

	To view the per diem rate for your primary destination to determine which rates apply, go to <a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a> . Rates differ by city and range from \$39 to \$64 per day.					
<b>Breakfast</b>	\$7	\$8	\$9	\$10	\$11	\$12
<b>Lunch</b>	\$11	\$12	\$13	\$15	\$16	\$18
<b>Dinner</b>	\$18	\$21	\$24	\$26	\$29	\$31
<b>Incidentals</b>	\$3	\$3	\$3	\$3	\$3	\$3
<b>M&amp;IE Total</b>	\$39	\$44	\$49	\$54	\$59	\$64

**Lodging:** GSA will compensate each traveler for lodging based on the following travel policies and information obtained at the following website [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) . Hotel rates are determined based on your primary destination and differ by city and, in some cases, by the time of the year. Please note the new state policy does not allow for any exceptions to the federal rates for hotels. You must obtain and attach estimates or reservations. Lodging taxes are included in the federal lodging travel rates. The federal policy requires receipts for all hotel charges, including in-state travel. We are expecting that you will be sharing a hotel room whenever possible. If you are sharing a room, please indicate this on your attached quote and only enter in half of the total hotel cost on your application.

**Table 1 -- Examples of Federal Lodging Rates:**

<b>New York:</b>	<b>\$196 to \$274 (depending on dates traveled)</b>
<b>Las Vegas:</b>	<b>\$100 to \$114 (depending on dates traveled)</b>
<b>San Diego:</b>	<b>\$131</b>
<b>San Francisco:</b>	<b>\$140</b>
<b>Chicago:</b>	<b>\$138 to \$169 (depending on dates traveled)</b>

**Transportation:** Transportation expenses are allocated by the shortest road mileage to and from the activity, or the cost of the least expensive round-trip airfare, whichever is less. Attach quotes for travel expenses to application (i.e., copy of airline reservation or ticket specifying amount). You may also include transportation costs such as taxis, metro/subway fees, railway, etc.

**Advances:** GSA does not give advances for any reason. This is not negotiable.

**Retroactive funding:** GSA does not fund retroactively. To receive funding, you must apply before you travel and by the deadlines listed above.

**You will be notified via e-mail if you have received a travel award.** If awarded GSA travel funds, you must fill out two more forms to obtain reimbursement. (Note: These forms are required by UNR regulations.) Please read our other document “Before, During, & After You Travel” located on the GSA website.

If you do not receive funding and wish to appeal, there is process outlined on the GSA website on the Travel Committee page. Only appeals based on mistakes made by the GSA Travel Committee will be considered.

## Graduate Student Association Travel Application Form

**Instructions:** Please read the attached instructions before completing this application. **Late and incomplete requests will not be considered.** Due to the nature of GSA funding, **we do not guarantee an award will be available.** **This request must be submitted to the GSA office by 5:00 p.m. on the deadline for the appropriate travel period.** Contact the GSA office Mgr at 327-5190 for more information. Fill in blanks or place check marks in spaces provided as appropriate. **If any information requested does not pertain to you, please indicate "N/A" (not applicable) in the space provided.**

Name: \_\_\_\_\_ R#: \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Degree Program: \_\_\_\_\_ E-mail address: \_\_\_\_\_

What is the purpose for this travel?

Presenting (if YES, an abstract must be attached.) Please indicated what mode you will be presenting in.

1<sup>st</sup> author paper;       2<sup>nd</sup> author paper;       Poster (primary presenters only);       Presentation/Panel

Other (specify): \_\_\_\_\_  
(A letter justifying the need for your attendance, signed by your advisor or dean, must be attached if not presenting.)

Travel Destination: \_\_\_\_\_

Name of Conference/Convention/Lecture: \_\_\_\_\_

Name of Host Organization: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_ Total Days: \_\_\_\_\_

**Cost of Travel:** Please include total costs, even if you are not asking GSA for all of it. You must provide a hard copy of all quotes for travel and lodging. **Out of respect for your peers, please do not attempt to inflate your expenses.**

Transportation: \_\_\_\_\_ (Cheapest airfare, car@24.25 cents/mile, train fare, etc.)  
Food: \_\_\_\_\_ (based on location of travel, see: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) for amount)  
Lodging: \_\_\_\_\_ (based on location of travel, see: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) for amount)  
Total: \_\_\_\_\_

**Total Amount Requested from GSA:** \_\_\_\_\_

*I certify, to the best of my knowledge, that these quotes are the most inexpensive and reasonable available.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR GSA USE ONLY      Qualification Amounts:**

**Travel:** \_\_\_\_\_ Specify reason if different from requested amount:

**Food:** \_\_\_\_\_ Specify reason if different from requested amount:

**Lodging:** \_\_\_\_\_ Specify reason if different from requested amount:

Review completed on (Date): \_\_\_\_\_ By: \_\_\_\_\_