

Graduate Student Association Travel Appeal Process

The GSA Travel Program is *not* a right of graduate students but a service of GSA. We are comparable to other funding agencies where deadlines and completed information is essential to processing requests. In order to insure the integrity of the application process, no exceptions will be made unless the denial of funds is due to a mistake on the Travels committee's part.

Before appealing please consider the following:

- We never provide 100% of the funding needed to attend scholarly/academic meetings. Funding is not guaranteed, even if all deadlines and guidelines are met.
- We try to fund as many people as possible, but we are not able to meet the demands of all requests. Our priority is those students who are presenting their own scholarly work and fieldworkers.
- Incomplete applications will not be considered for funding, no exceptions. All informational blanks on form must be completed. If the information requested does not pertain to you, please indicate in the space provided with an "N/A" (not applicable). You must submit the required form(s) with proper signatures. The application must include copies of your transportation and lodging confirmations or quotes specifying amounts for these expenses (i.e. airline or railroad conformation forms or quotes, hotel confirmation forms or quotes, Internet confirmation forms or quotes, etc).
- The amount actually awarded for an application will depend on: (1) the completeness and appropriateness of the application (please do not attempt to inflate expenses), (2) the number of funding requests received during the award period (our budget is limited so if we receive a large number of funding requests everyone will receive a lesser percentage of their travel expenses), and (3) the amount you have received on previous awards during the current academic year.

If you feel that your application followed the above guidelines and that the Travel Committee has made an error, please follow the following process.

Appeals: If you consider the GSA Travel Committee's decision to be incorrect you may appeal. The following procedure shall be followed:

1. You write a letter to the GSA Travel Committee, *within 14 days of notification of award status*, explaining why you think the committee has made a mistake.
 - a. Only appeals that can prove, in a tangible and concrete way, error in the committee's decision to deny (or erroneously award) will be considered.
 - b. Denials based upon appellant's negligence or ineligibility (i.e. late or incomplete applications, falsified applications, applications submitted after the maximum amount of funding has already been awarded for the academic year) will not be reconsidered.
2. The committee will meet and consider appeals.
3. All appellants will be notified of the committee's decision.
4. If the appellant remains dissatisfied with the decision, he or she should submit a request in writing (within 5 days of notification) to the GSA office.

- a. This will then be sent to the Grievance Board for review. A hearing may or may not be held to review the situation.
- b. The GSA Grievance Board will notify the appellant.