According to University policy, students may be reimbursed for travel when the trip is necessary for University purposes. Reimbursement will not be made for travel undertaken to support a student’s educational program. Students are not eligible for travel advances.

To encourage participation in scholarly meetings, the Department of Educational Administration and Policy Studies has allocated funding to support graduate student travel. Generally, Departmental student travel awards are not sufficient to cover the entire cost of presenting at a conference, and the overall department budget for student travel will not be sufficient to fund all requests. The following guidelines will be used by the Department Chair in allocating Graduate Student funding requests:

- Students must be on the program as the presenter of a paper, round table or poster, related to work conducted as part of their EAPS research and/or activities. Other forms of participation are occasionally supported, but mere attendance does not qualify.

- Each student can request a maximum of $350 in total department support to participate in a scholarly meeting. The request must be accompanied by the advisor’s endorsement of the purpose for the travel. Typically only one meeting per academic year can be supported, but a second meeting would be considered when recommended by the advisor.

- Students should apply to the Department Chair for support. Information needed includes the name and date of the conference, the nature of the participation, the other sources of funding applied for, and other travel assistance received by the applicant in the same academic year. The application should also include a budget of expected expenses and the amount of funding requested. A form is provided on the EAPS website for this purpose.

- Departmental assistance may be used for meals, lodging, travel expenses, and conference registration fees. Students should check with the Department Secretary (Sheila) for help with necessary documentation.

- Students with the strongest academic record will receive priority in allocation of travel funds. Students who have a GPA below 3.3 are ineligible. Students should explain any “I” grades in courses other than EAPS 891, and provide a date for anticipated completion.

- This policy is meant to support students who have financial need. Departmental funds will be prioritized to students who have applied for other sources of funding (e.g., employer support, GSA grants, funding from conference organizers, etc.).
Student Travel Procedures

1. The EAPS Department Chair must receive a signed “Graduate Student Travel Funding Request Application” at the beginning of each semester by the announced date.

2. Transportation: If you will be applying any of your EAPS funds towards transportation expenses please see or email the department secretary (Sheila). She will be able to book your flight, train ticket, or arrange for a car rental and directly charge the expenses to the department as long as the expense does not exceed the approved funds.

3. Conference registration: If you will be applying any of your EAPS funds toward conference registration, please see the department secretary (Sheila) and she will make arrangements for you to meet with her to register on-line and charge the registration directly to the department as long as the expense does not exceed the approved funds.

4. Meals: Receipts are not required for meals. Meals are paid on a per diem basis and will be capped at a maximum of $30 per full day.

5. Taxis, Shuttles, Conference Registration and other miscellaneous expenses: For all other expenses save original receipts to submit with travel expenses.

6. Travel Reimbursement Paperwork: When the traveler returns they should make an appointment with the Department Secretary (Sheila) via email. Please bring two copies of the Conference Program, and a duplicate copy of all travel expenses. In addition bring a copy of the travel approval signed by the Department.

7. Applications Due. The professional development award will be administered twice a year, with deadlines approximately the third week of each semester. Funds awarded in the Fall will generally be granted for activities that occur from October 1 – March 1. Funds awarded in the Spring will generally be granted for activities that occur between March 1 and October 1. Travel requests will be accepted outside of these two application windows only for meetings that are not annual events.

8. This policy conforms to current University guidelines. In cases where this policy and university guidelines differ, the University rules will apply.
University at Albany
Department of Educational Administration and Policy Studies

GRADUATE STUDENT TRAVEL FUNDING REQUEST APPLICATION

1. Student Name: ________________________________________       Date Submitted: _____________________
2. Student ID:_____________ Phone number: ___________________ Email: _____________________
3. Please List Prior Departmental Funding for Travel (conference, date, and amounts):
4. Minimal Requirements for Funding: [ ] I am presenting a paper or poster. [ ] Other:_______________
5. Other Funding Sources (Please attach copy of the application and the organization’s reply): ________________
6. Title of Paper or Poster: ____________________________________________
7. Name of Conference: ________________________________________________
8. Location Conference (City, State, Country):______________________________
9. Date(s) of Conference: ______________________________________________
10. Date(s) of Travel: ____________________________________________________
11. Itemized Budget for Trip:
   a) Transportation (type and cost): $_______________________________________
   b) Lodging (cost per day and number of days): $___________________________
   c) Food (cost per day and number of days): $_____________________________
   d) Other (i.e. Conference Fees): $_______________________________________
   TOTAL COST OF CONFERENCE: $________________________
   TOTAL AMOUNT RECEIVED FROM OTHER SOURCES: $______________
   TOTAL AMOUNT REQUESTED FROM EAPS DEPARTMENT: $______________

Signature of Student: ________________________________________ Date: _____________________
Signature of Faculty Advisor: ________________________________ Date: _____________________
Signature of EAPS Chair: ____________________________________ Date: _____________________

REV 09/14
For office use only. Account #: _____IFR 910053       Other: _______________ TOTAL AMT APPROVED: $___________