College of Technology
Dean’s Graduate Student Travel Grant Program

The purpose of this program is to promote and support scholarship and participation in national and international academic venues by providing a portion of the travel costs to those who will have an active role presenting papers or serving as officials at recognized meetings.

Funding of up to $300 per student for domestic travel, and $600 per student for international travel, that is matched equally by the student’s department, per fiscal year (July 1 – May 31), may be awarded to reimburse students for airfare and/or lodging expenses incurred. CoT Graduate Student Travel Grant funds are only available to graduate students who have authored or co-authored an accepted paper that will be presented at the conference, or will serve as an officer for a conference or meeting. Students must have academic sponsor/advisor approval to be considered and Departmental matching financial support of student applications is required. Examples of non-eligible travel: travel to a meeting to attend only; travel to meetings convened to discuss research programs; study abroad. Responsibility for passport and/or visa rests with the student. Proof of acceptance/participation from conference organizers and prior to final approval of the award is required. Students are encouraged to apply early in the fiscal year, as awards are limited. These are awarded on a first-come, first-served basis and students can only be awarded one per academic year. In order to be eligible to apply, you must be currently enrolled in a graduate program in the College of Technology. Efforts will be made to equitably distribute the grants across departments, but final awards will depend upon the applications received. Applications are accepted at any time.

Steps 1 - 3 must be completed at least one month prior to travel.
1. Complete the Application Form below.
2. Submit the completed Application Form and a hard copy of the national or international conference acceptance letter to the CoT Office of Graduate Studies, Knoy 467.
3. Upon receiving an award letter, submit a Travel Request through the Concur Travel System if employed by the University. If NOT employed by the University, complete a Payee Certification Form, complete with signatures from your Department Head and submit to the CoT Business Office, Knoy 459.
4. After returning from travel, submit an Expense Report through the Concur Travel System if employed by the University, or if NOT employed by the University, use a Direct Invoice Voucher, Form 56, for reimbursement. The reimbursement form must have all original receipts attached and be approved by your Department Head. Submit the form and attachments to the CoT Business Office, Knoy 459.

Concur Travel System: http://www.purdue.edu/business/travel/ (silver bar at top of page)

Concur Travel System Training:
https://www.eventreg.purdue.edu/training/CourseListing.asp?master_id=3869&master_version=1&course_area=BSTC&course_number=224&course_subtitle=ILT
College of Technology
Dean’s Graduate Student Travel Grant Program
Application Form

Application Date: ______________ Name: ______________________________

Department: ______________ Program: ______________________________

Campus address, Telephone #, Email address: ______________________________

Advisor or Faculty sponsor for this conference: ______________________________

Do you have an assistantship on campus? If yes, please list Department name and Supervisor:

________________________________________________________________________

Title and Sponsoring Organization of Conference: ______________________________
(complete spellings, no acronyms)
________________________________________________________________________

Conference Location: _____________________________

Conference Dates: ______________________________

☐ Presenting at the Conference ☐ Co-Presenting at the Conference ☐ Officer

Title of Paper being presented and/or your official service role(s) and required duties for conference.

________________________________________________________________________

________________________________________________________________________

Please provide any additional sources of funding: (provide funding information below even if not yet approved)

Dept: ______ Date Requested _____ Amount: $ _____ Acct. No. __________ Approved_____

Dept: ______ Date Requested _____ Amount: $ _____ Acct. No. __________ Approved_____

________________________________________________________________________

Signature of applicant Date

________________________________________________________________________

Signature of faculty advisor/representative Date

Please attach the letter of acceptance/invitation and/or supporting documentation.

K. Newton, 2/12/2015