

# Educational Leadership & Cultural Foundations (ELC)

## Financial Support of Doctoral Student Travel

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### PURPOSE

The purpose of this fund is to assist Educational Leadership and Cultural Foundations (ELC) doctoral students with some of the costs necessary to attend a regional, national, or international academic conference or professional society meeting to present a paper or poster session of the students' original research/scholarship. The availability of funds varies each semester and is administered on a first-come, first-served basis.

### ELIGIBILITY

Students must be ELC doctoral students, registered for at least 3 hours at the time of the conference or meeting. Unless there is an excess of funds near the end of the academic year, no student may receive more than one award each year.

### REGULATIONS

1. When available, funds are distributed on a first come, first serve basis for expenses, such as, transportation, mileage, conference fees (registration, not membership dues), and hotel **up to \$250**. Amount awarded varies based on money available. Travel awards will be made during a year only as long as funds exist to support travel.
2. The applicant must provide proof that s/he is presenting a paper or poster at an international, national, or regional academic conference or professional society meeting. Such proof should consist of a copy of the notification of proposal acceptance from the conference or professional society giving the time and date of the presentation. Additional information may be requested from the Student Funds and Fellowships Committee if the presenting student's role is unclear.
3. The presentation must be based on original scholarship/research conducted by the applicant and must be prepared and presented by the applicant.
4. The application must be submitted at least 1-2 months *before* the conference for pre-approval.

### APPLICATIONS

1. Completed applications can be submitted at any time during the academic year. Forms must be signed by the applicant and be accompanied by a copy of the notification of proposal acceptance addressed to the student from the conference or professional society giving the time and date of the presentation. Applications lacking any of the information requested will not be considered. **The attached application must be completed in full and submitted with a TRV-S and TRV-1 Form.** (Please be sure to read the following on the ELC's website: Travel Manual, ELC Travel Process and TRV-1 Sample - before completing any of these forms.)
2. The TRV-S and TRV-1 forms are the official university travel forms and can be found on the ELC's website under "Travel Resources". For pre-approval, fill out the top portion part of the TRV-1 only. Be sure to list your complete address and the full title of the conference (do not use acronyms). Some fields do not print correctly so be sure to review it and handwrite any missing information before submitting the form. Include your signature at the top signature lines. The date of completing the TRV-1 Form should match the date next to your signature. If you need assistance, please check with ELC Administrative Associate.
3. Submit your entire packet to Dr. Sophia Rodriguez or drop it off at the ELC main office (SOEB 366). Applicants will be notified in writing of the decision. Since funds are limited, students are urged to use other sources of travel funds to match, such as, the Graduate Students Association (GSA) whenever possible. For questions about this fund, please contact **Dr. Sophia Rodriguez, s\_rodrig2@uncg.edu**.

4. If pre-approved, students must submit the remainder of any other receipts to Nor Othman-LeSaux (ELC Administrative Associate) within 1-2 days upon returning from the conference and sign the bottom half of the TRV-1 Form that was submitted earlier.

#### **CHECKLIST**

***At least 1-2 months before conference, submit travel request packet as follows:***

- ELC Financial Support of Doctoral Student Travel Application Pre-Approval Form (*see form attached*)
- Proof of presenting at the conference (*letter or email of acceptance*)
- TRV-S Student Non-Employee Travel Agreement: <https://acb.uncg.edu/accounting-forms/>
- TRV-1 Travel Authorization/Expense Report. Please use the Uncalculated Form, **with the top portion completed & signed** and the expenses columns filled out. Attach any invoices/receipts for any expenses paid. (*N.B.: Please do not save or re-use the TRV-1 Form since this form is regularly revised by UNCG Accounting Services*). Use the link from the UNCG Accounting Services forms page: <https://acb.uncg.edu/accounting-forms/> for the latest TRV-1 Form. Be sure to include on form:
  - Full name
  - University ID #
  - Complete address
  - Complete name of conference (don't use abbreviations)
  - Signature at the top of the form (leave bottom signature line blank until you return from the conference to verify expenses, etc.)
  - Dates and times leaving and returning
  - Note 1: Leave "Estimated Cost of Trip" blank (to be completed by department based upon amount awarded)
  - Note 2: If you are a non-resident, attach NRA001 Form
- To supplement the cost of your entire trip, we encourage you to apply to the Graduate Student Association (GSA). If you seeking funding from them, please follow their instructions & attach their forms since this application works concurrently with GSA's application (i.e. ELC + GSA matching funds): <https://graduatestudentassociation.uncg.edu/funding/>
- At this stage if you have any receipts, please include them (all receipts must be in *your* name).
- Hard copies with original signature(s) are required. These can be dropped off or mailed to ELC's main office (SOEB 366).
- Applicants will be notified in writing if approved. ELC Administrative Associate will keep the entire travel request packet (i.e. ELC pre-approval form, TRV-S, TRV-1 Form, etc.) and will meet with the student later.

***After conference (within 1-2 days upon return), please see ELC Administrative Associate to sign & submit:***

- Any other receipts that have not been submitted.** No photocopies. Receipts must be original copies and must show vendor's name, your name, cost, and evidence of payment.
  - If you are sharing a hotel room with others, the bill/receipt you submit must have your name on it and show that the bill has been paid. You can request this from the hotel.
  - If you are requesting mileage reimbursement, you must travel using the most direct/shortest route and provide a MapQuest showing the mileage.
- Scan/make a copy of receipts for your own records.
- Make appointment to see ELC Administrative Associate to sign the bottom half of the TRV-1 that you have submitted before you left for your conference. Bring any additional receipts that you have procure during/after the trip (TIP: It works best if these are put in a Ziploc bag!)

ALL THE BEST!

# ELC Financial Support of Doctoral Student Travel Application Pre-Approval Form

NAME: \_\_\_\_\_ BANNER ID: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

CURRENT HOME ADDRESS: \_\_\_\_\_

PROGRAM: \_\_\_\_\_ DEGREE: \_\_\_\_\_ STATUS IN PROGRAM: \_\_\_\_\_

TITLE OF CONFERENCE/MEETING ATTENDING: \_\_\_\_\_

TITLE OF PAPER(S)/POSTER(S) PRESENTING: \_\_\_\_\_

DATES OF TRAVEL: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

MODE OF TRANSPORTATION	AIRPLANE		BUS		TRAIN		CAR	
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*Please attach e-receipt of ticket with proof of payment i.e. 4-digits of your credit card, if purchased already.  
Please attach MapQuest for mileage. You cannot claim for gas if claiming mileage.*

ESTIMATED COST	TRANSPORTATION	REGISTRATION	HOTEL	FOOD	TOTAL
OTHER SOURCES OF FUNDING	GSA	GRANTS	PERSONAL	OTHER	TOTAL

*Indicate amounts requested and whether they have been committed. GSA funding works concurrently with this application.*

HAVE YOU ATTACHED THE FOLLOWING?	TRV-1		TRV-S		CONFERENCE DOCUMENTATIONS		GSA DOCUMENTATIONS	
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*Please make an appointment with ELC Administrative Associate if you need help with these documentations.*

Applicant's Signature & Date of Submission: \_\_\_\_\_

FOR ELC OFFICE USE ONLY			
Approve/Not Approve:			
Decision Date:			
Amount Authorized:			
	Dr. Sophia Rodriguez, ELC Coordinator on Student Funds & Fellowships	Dr. Craig Peck, ELC Interim Chair	Nor Othman-LeSaux, ELC Administrative Associate