Rensselaer

Office of Graduate Education

Graduate Student Professional Meeting
Travel Request Guidelines
July 1, 2019 – June 30, 2020

The purpose of the Graduate Student Professional Meeting travel grant is to support current Rensselaer Graduate Students who attend a professional society meeting to present a poster or paper.

Requests for funding to present seminars or lectures at other Universities will not be considered.

- Requests must be submitted **at least two weeks** prior to your travel dates.
- The Office of Graduate Education will support up to $200 per travel grant.
- Travel grant support is subject to the availability of funds.
- Students are limited to one travel grant for the period July 1, 2019 – June 30, 2020.
- Requests must include the following documents. Requests submitted without these documents will not be considered for funding.
  - A copy of the abstract with the names of the authors listed;
  - A copy of the letter stating acceptance of the abstract for presentation;
  - Registration costs and estimated travel expense.
- All requests are subject to the final approval of the Vice Provost and Dean of Graduate Education.
- Expense reports must be submitted in the Concur system within 30 days of the trip's conclusion. **Failure to submit an expense report within 90 days of the trip's conclusion will result in forfeiture of the travel grant.**
- Travel grants are non-transferrable. The travel grant must be applied to the named student's expense report.

For International Students only: A Graduate Student Travel Form must be completed and attached to the Concur expense report. The form can be found on Rensselaer's Travel and Expense website or at the link shown below. The form can be submitted along with the request for a travel grant.
https://www.rpi.edu/dept/finance/docs/travel/Graduate%20Student%20Travel%20Form_International%20Students%20Only.pdf

Submit completed travel request forms to your department for review and routing for the required departmental and school signatures. Your department will submit the fully executed request form to Jeanette Cassino for review by the Vice Provost and Dean of Graduate Education.

Rensselaer

Office of Graduate Education

Graduate Student Professional Meeting Travel Request
July 1, 2019 – June 30, 2020

Date form submitted to department:		
Name of Department contact:		
Student Name		
RIN		
Email		
Graduate Program		
Dates of Travel		
Location of Travel		
Request for support for presentation at	(name of Professional Society Meeting)	
Select paper or poster presentation	paper	poster
Title of presentation or poster		
Attach a copy of the abstract (indicating authors' names), acceptance letter for the poster/paper and information on the conference registration costs.		
Total cost (provide detail, if available)		$
Matching Contributions (signatures required with or without contributions)		
Advisor		$
Department		$
School		$
Office of Graduate Education funding approval	Signature, Vice Provost and Dean of Graduate Education	**Not to exceed $200.00**
Submit completed form and all attachments to Jeanette Cassino – raptoj@rpi.edu		

Note: Expense reports must be submitted within 30 days of the trip's conclusion. Failure to submit an expense report within 90 days of the trip's conclusion will result in forfeiture of the travel grant.

OGE funding for Professional Meeting Travel is to be charged to FOAPA: 130000.2020.xxx.50070.200602