

Getting Travel Funding from NMSU

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Funding sources for conference travel

GSC - Graduate Student Council: <https://gsc.nmsu.edu/funding/>

ASNMSU - Associated Students of NMSU:

<https://asnmsu.nmsu.edu/government/get-reimbursed/>

Graduate School: <https://gradschool.nmsu.edu/graduate-forms/>

College of Arts and Sciences:

<http://artsci.nmsu.edu/en/graduate-resources/student-travel-grants>

Aggies Go Global: <http://aces.nmsu.edu/aggiesgoglobal/>

Reimbursement Process

All applications are for reimbursement (except potentially Aggies Go Global)

- Submit applications before conference, pay for everything yourself, get reimbursed after
- Original receipts required
- All receipts must be in student's name (not advisor or dept card)
- Need proof of payment on receipt or bank statement

How much money can you get?

GSC	\$400 (1 person) - or - \$200 + \$200 per person up to \$1000
ASNMSU	40% of (total expenses - GSC \$)
Graduate School	\$150 in-state, \$350 out of state, \$600 international
Arts and Sciences	\$500
Aggies Go Global	1 international plane ticket up to \$1500

What costs are covered?

GSC	Registration, airfare, hotel, transportation, mileage, parking
ASNMSU	Registration, airfare, hotel, transportation, mileage, parking
Graduate School	Travel, per diem, rentals, other
Arts and Sciences	Registration, airfare, hotel, transportation, mileage, parking, meals, shipping
Aggies Go Global	International airfare only

When do you have to apply?

GSC	By first GSC meeting after trip or second to last meeting of semester, whichever occurs first
ASNMSU	3 weeks before last ASNMSU session of semester or SAME time/after GSC app
Graduate School	10 days prior to conference date (July 1 - Apr 15) *Will want \$ amounts provided by other sources*
Arts and Sciences	Beginning of semester, watch for announcement *Will want \$ amounts provided by other sources*
Aggies Go Global	Prior to trip date Will want you to apply for ASNMSU

If multiple students go, do you apply as a group?

GSC	Yes
ASNMSU	Yes
Graduate School	No
Arts and Sciences	No
Aggies Go Global	No

Requirement for student to present?

GSC	If not presenting, must be going somewhere to “conduct research or receive training”
ASNMSU	No, but must submit bills for those presenting and those not presenting.
Graduate School	Yes
Arts and Sciences	No, but preferable
Aggies Go Global	No

How do I apply?

GSC	Submit application to be read/voted on at GSC meeting
ASNMSU	Contact senator to submit bill
Graduate School	Submit application to Graduate School office
Arts and Sciences	Submit application via email
Aggies Go Global	Contact and meet with Gary Lowe

GSC Requirements

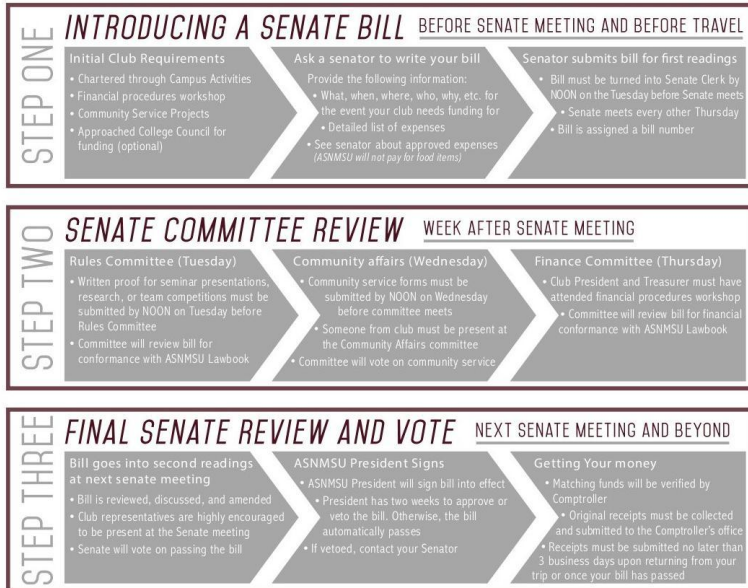
2.) Application Packet

Please assemble a packet with the following items, in this order:

1. A completed Funding Checklist (.docx version) with applicant's initials indicating inclusion of all required documents.
2. A cover letter explaining when and where you are traveling, why you are attending this conference, and how the money will be used (eg. airfare, hotel, etc.) Details are great! See an example cover letter here (.docx version).
3. GSC Funding Form (.docx version) – THIS FORM MUST BE TYPED... or very neatly written.
4. ASNMSU Community Service Projects forms showing that each individual on the funding request has completed five (5) hours of community service. For the purposes of the GSC, community service hours are valid for one (1) year after the community service has taken place.
5. A letter of recommendation from your adviser stating that you are attending this conference.
6. If presenting research at a conference, an official conference program or some equivalent proof of attendance and presentation.
7. Copies of receipts or estimates of *everything* for which you are requesting funding. This will include registrations fees, airfare, ground transportation, and hotel bills. *The GSC can only reimburse for expenses with receipts paid for by graduate students, not their advisers, so use your own credit/debit card.* If you do not have a receipt, estimate it. Be sure to explain clearly in your cover letter how the money will be used.
 - If you are driving, mileage can be reimbursed at \$0.54/mile for a private vehicle or \$0.16/mile for a rented vehicle. Round trip mileage for common destination is provided here, otherwise [google maps](#) or an equivalent map application can be used to estimate the mileage.

ASNMSU Requirements

SO YOU WANT TO BE REIMBURSED?



See their flow chart

ASNMSU
ASNMSU SENATE BILL REQUEST FORM

ORGANIZATION NAME:			
TYPE OF BILL REQUESTED:		<input type="checkbox"/> COMMUNITY SERVICE PROJECT <input type="checkbox"/> CONFERENCE TRAVEL <input type="checkbox"/> COMPETITION TRAVEL <input type="checkbox"/> PERFORMING RESEARCH <input type="checkbox"/> PRESENTING A PAPER OR RESEARCH	
Mark an (X) in one of the following boxes that corresponds to the event you are requesting a Senate Bill for:			
OFFICIAL NAME OF EVENT:			
LOCATION OF EVENT:			
DATE(S) EVENT WILL TAKE PLACE:			
NAME(S) OF STUDENT(S) ATTENDING:			
REASON/PURPOSE OF ATTENDING:			
HAVE YOU ALSO REQUESTED FUNDS FROM YOUR COLLEGE COUNCIL? Indicate (X) in cell		YES: <input type="checkbox"/> NO: <input type="checkbox"/>	(If YES) AMOUNT:
FINANCIAL EXPENDITURES TO CLAIM (Line Items): (example line items shown, erase & enter your own, don't worry about format)			
Category	Description	Total Cost	Paid (Y/N)
Registration:			
	Individual Registration (1 fee @ \$50.00/fee x 9)		
Hotel:			
	(1 room @ \$89.46 /room x 1 room x 1 night)		
	(1 room @ \$79.52 /room x 1 room x 2 nights)		
	Roudtrip (START-END) (1 airfare @ \$206.67 /person x 1 airfare x 4 people)		
	Roudtrip (START-END) (1 airfare @ \$480.60/person x 1 airfare x 1 person)		
	Roudtrip (START-END) (1 airfare @ \$319.60 /person x 1 airfare x 2 people)		
	(1 mile @ \$0.56/mile x 2 vehicles x 448 miles)		
	(1 taxi @ \$20.00/trip x 2 taxis x 3 trips)		
Airport Parking:			

Send this form to student senator

Graduate School

Conference Travel Awards for Currently Enrolled Graduate Students

The Graduate School accepts applications from July 1st to April 15th. To receive support, students must submit an application packet at least 10 days prior to the conference date. In addition, students must meet and submit the following requirements:

1. Be enrolled in graduate school during the semester an award is granted. If the conference is during the summer, be registered for the following fall semester.
2. Complete the application form.
3. Show proof that the proposal has been accepted. An acceptance email or letter should be attached to the application with a copy of the accepted proposal.
4. Attach a letter of recommendation from your research advisor indicating that your advisor has reviewed and approved the presentation.
5. Obtain additional funding from your department, academic college, and/or other sources.
6. For international travel, an approved copy of the *Student International Travel Form* and the *Student International Travel Waiver* (<http://ibp.nmsu.edu/nmsu-students/travel-forms/>) must be attached.
7. Agree to present your work at the Graduate Research and Arts Symposium (GRAS) which is held each spring semester. Distance learning students are not required to meet this requirement.

Please show the total costs of the conference below. Prior to submitting the application to the Graduate School, students must obtain approvals including the amount of funding that will be provided by the department, college, and/or other sources.

Costs

Travel:

Per Diem:

Rentals:

Other:

Total Estimated Costs:

Funds Committed

Department:

College:

Aggies Go Global:

ASNMSU:

Grad Student Council:

Other:

Graduate School:

Total Funds Committed:

Approvals (from committed funding sources only)

Date:

Department Head: _____

College Dean: _____

Aggies Go Global: _____

ASNMSU: _____

GSC: _____

Graduate Dean: _____

College of Arts and Sciences

NMSU COLLEGE OF ARTS AND SCIENCES
SPRING 2017 APPLICATION FOR GRADUATE STUDENT TRAVEL GRANT AWARD
COVERING TRAVEL FOR THE DATES: January 01, 2017 through May 31, 2017
APPLICATION SUBMISSION DEADLINE: 11:59 PM MST, Wednesday, February 1st, 2017

1. APPLICANT

Your Full Name		BANNER ID	
Department		Your email	
Program Degree		PhD or MS	
Advisor Name		Adv Email	

2. TRAVEL DETAILS

Reason for Travel	
Location / Destination	
Start Date (MM/DD/YY)	
End Date (MM/DD/YY)	
Title of Presentation	

CHECK APPROPRIATE BOXES:

Meeting Type

General Society Meeting

Specialty Conference

Workshop or Exhibition

Collaboration

Presentation

Oral

Poster

Prose/Art/Theater

Attendance

Invited

Contributed

Attending Only

Shipping Only

2. BUDGET DETAILS (Maximum College of Arts & Sciences Travel Grant amount is \$500)

NOTE: Insert values below and sum values to provide totals; keep this material on this page of the application

Item	Travel Grant Funds Requested	Department Matching *	Advisor Matching *	Conference Matching *	Other Matching *	TOTAL (request+ matching)
Air fare	\$0	\$0	\$0	\$0	\$0	\$0
Car Rental	\$0	\$0	\$0	\$0	\$0	\$0
Ground transport	\$0	\$0	\$0	\$0	\$0	\$0
Hotel (total for full stay)	\$0	\$0	\$0	\$0	\$0	\$0
Meals (total for all days)	\$0	\$0	\$0	\$0	\$0	\$0
Registration Fee	\$0	\$0	\$0	\$0	\$0	\$0
Other**	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0

* Matching funds are encouraged, but they are not required; remember, maximum award here is \$500

** Description of "Other" (keep text box on this page; do not extend box over to the next page):

3. APPLICANT STATEMENT

Provide a description of the importance of this meeting to the advancement of your career. Helpful information would include: What is your career stage as a graduate student? Is this your first conference presentation? Is this a dissertation, invited, or contributed talk? Will you be meeting specific colleagues or collaborators? Why do you believe you should attend this conference? What are your career goals and how does this meeting help advance your goals? [this box will expand; please keep to no more than 300 words]. **Delete this and the preceding instructional text after you have created and entered your own text within this box.**

4. PREVIOUS RECEIPT OF COLLEGE OF ARTS AND SCIENCES GRADUATE TRAVEL GRANT FUNDING

If you were awarded a College of Arts & Sciences Graduate Student Travel Grant during the Summer 2016 or Fall 2016 Travel Grant application opportunities YOU ARE NOT ELIGIBLE to be selected for this Spring 2017 award.

If you have previously been the recipient of a College of Arts & Sciences Graduate Student Travel Grant please provide the information requested below.

Semester/Year	Conference	Amount Awarded
		\$0
		\$0

5. BUDGET JUSTIFICATION

Provide a thorough yet brief (250 word maximum) justification for the amounts requested in each of the budget categories that are needed in order for you to conduct your travel or shipment. For air travel, car rental, hotel and shipping costs, provide details of how costs were estimated. For hotel, provide the daily room rate. **This information is critical to the evaluation of your application.** [this box will expand as needed; but keep full box on THIS PAGE ONLY] **Delete this and the preceding instructional text after you have created and entered your own text within this box.**

Aggies Go Global

About the Program



- AGG Activity Updates

AGGIES GO GLOBAL (AGG) provides advising and financial support to NMSU students seeking non-credit international experiences outside the classroom.

AGG works with students to locate and develop an international opportunity to gain experience related to their field of study. AGG assists students to:

- create independent projects that defy traditional boundaries or classifications
- conduct research for a project
- assist with non-credit internship opportunities

- [Informational Flyer](#)

Please review the resources available on our site - when you are ready to talk about your goals, contact **Gary R. Lowe, PhD.**

If you are emailing from a web-based email account email Gary R. Lowe at bhopal@nmsu.edu

The best way to see what is possible is to see what others have done. Take a look at the blogs below from our students. Over 500 Aggies have gone global to more than 60 Countries on 6 Continents through our program since 2009!

- [Student Blogs & Photos](#)

Read blogs from all the students during their travels here now!

- [NMSU World Student Alliance](#)

Gary R. Lowe, Ph.D.

Coordinator

Office: (575) 646-7962

Gerald Thomas 200

Travel form if going abroad

Approval of Student International Travel

New Mexico State University
Accounts Payable - Travel Office

The Approval of Student International Travel Form should be completed by students at least 20 DAYS PRIOR to date of non-personal international travel. The completed forms must be signed by the student traveler and supervising/sponsoring faculty member, and forwarded to International Programs at MSC 3567, Garcia Annex RM 246. Any questions, call (575) 646-7041. NO STUDENT MAY TRAVEL TO COUNTRIES UNDER A CURRENT TRAVEL WARNING. Contact International Programs for more information.

Student Traveler Information:

Name: _____ Banner ID: _____

DOB: ____/____/____ Citizenship: _____ Gender: Male Female

Contact Numbers (Cell/Home/Work): _____ / _____ / _____

Email: _____ Emergency Contact Name: _____

Emergency Contact Phone: _____ Emergency Contact Email: _____

Supervising/Sponsoring Faculty Information:

Name: _____ Department: _____ Prepared Date: _____

Contact Number: _____ Email: _____

Trip Information:

Starting Point: _____ Destination(s): _____

Departure Date and Time: _____ Return Date and Time: _____

A purpose for the non-personal international travel must be entered in the box below. The index, fund, account number and amount should be entered, even if the cost at this point is only an estimate.

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Index (FOPAL)	Fund	Account	Amount (\$)

U.S Travel Warning:

Travelers must check the travel advisories available at http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html.

Advisories include Travel Alerts or Travel Warnings. Please attach a dated copy of the Travel Warning viewed.

Traveler has attached dated copies of warnings issued by the U.S. Department of State. **No student may travel to countries under a current travel warning. Please contact International Programs (575) 646-7041, for more information.**

Campus Health Center:

It is recommended that students preparing to travel abroad make an appointment at the Campus Health Center to seek medical advice pertaining to the traveler's destination. Some vaccinations are a part of a series which require completion for full immunity. A six week travel lead time is recommended.

International Health Insurance:

All students that travel internationally as part of a university-sponsored activity must have international health insurance. The Office of Study Abroad will process the insurance and an email containing policy information an Insurance ID will be sent to the traveler. Please mark appropriate box for payment of insurance.

Bill to student Bill to Index # above

Getting reimbursed

All receipts must be in YOUR name (if advisor pays or department card is used, cannot get reimbursed)

Submit all receipts after conference in meetings with each group that funded you

They usually need original receipts - Don't leave original receipts with anyone!
Bring them to the meeting, let them make a copy for themselves, and then take those original receipts with you to the next meeting

Need proof of payment on receipt or bank statements