Regulations Governing Department of Educational Theory, Policy, and Administration Support for Student Conference Participation

To the extent of funds available, the Department of Educational Theory, Policy, and Administration will provide up to $400 to support graduate student travel for program participation at a national, regional, or state professional conference. These funds are available to supplement support provided through the GSE. Students applying for departmental support first must apply for GSE funds. Information on GSE funding for student conference participation can be found on the GSE website at: http://gse.rutgers.edu/faculty-and-research.

Department funds can be used to defer the costs of conference registration, travel, and lodging (no meals or other incidentals). Priority will be given to graduate students participating as sole or first author of research presentations, however consideration will be given to students participating in panel presentations, other forms of scholarly presentation, or serving in leadership roles. Students incurring travel and professional expenses as a consequence of accepting positions derived from departmental recommendation or nomination do not have to apply for departmental funds. Travel to attend but not participate in a conference will not be supported by department funds. Recipients of support funds must submit a copy of their presentation to the department chair as part of the application for funding.

Conference participant funds will be awarded on a September 1 - August 30 basis. Note that it is key that the travel must be pre-approved by the department chair and that the students will use personal funds for which they subsequently receive reimbursement. Students must complete the “Department of Educational Theory, Policy, and Administration Support for Student Conference Participation Application” form found at: http://gse.rutgers.edu/academic-programs/academic-departments/etpa

Travel must be pre-approved in writing by the student’s faculty advisor and the department chair. The traveler makes all travel related purchases with personal funds and submits a TABER (Travel and Business Expense Report) to obtain reimbursement. The TABER form can be found at: http://www.ruttravel.rutgers.edu under the Reimbursement box. The university will reimburse only coach class tickets aboard a regularly scheduled commercial carrier. For reimbursement of airline ticket purchases, the airline ticket receipt and all boarding passes must be submitted with the TABER. In the case of driving to a conference, the university will reimburse for mileage at the state approved rate. Tolls and parking will be reimbursed. Only expenses for standard room accommodations will be reimbursed. The original receipted hotel, motel, or other bill must substantiate lodging expenses. The bill must specify rate, date(s) of stay, and evidence of payment showing a zero balance. Credit card slips/receipts are not adequate support for reimbursement. Conference/registration fees: a receipted bill or registration confirmation with the fee noted and a copy of the fee sheet detailing the conference itinerary (or brochure) are required to substantiate the expense. All receipts attached to the TABER must be original.
Application For
Department of Educational Theory, Policy, and Administration Support for Student Conference Participation

Name: ________________________ Email: ________________________________
Program/Department: ____________________________________________
Conference attending: ____________________________________________
Attached evidence of upcoming conference participation: Yes ___ No____
Conference date & location: ________________________________________
Title of the work: ________________________________________________
_______________________________________________________________
Author(s)' names (respecting authorship order): ______________________
_______________________________________________________________

Please, check the nature of your participation:
Paper presentation ____________ Round table _________________________
Poster presentation ___________ Other: (please specify)_______________

What is your academic status at the GSE?
I am a GA/TA__      Ed. M. student___
Full-time student ____    Ed.D. student___
Part-time student____    Ph.d. student____

Are you receiving or have you applied for any other type of financial aid for this trip? If so, please specify.______________________________________________________________
_______________________________________________________________

Student Signature _______________________________ Date __________
Faculty Advisor’s Signature of Approval ______________ Date __________
Department Chair’s Signature of Approval ____________ Date __________