

Regulations Governing GSE Dean's Support for Student Conference Participation

To the extent of funds available, GSE will provide up to \$400 to support graduate student travel to be a program participant at a national, regional, or state professional conference/panel. 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 who are participating as sole or first author. Recipients of support funds must participate in the GSE end-of-the-year student poster session to be held in the spring. Details about the GSE student poster session will be announced in March.

Conference participant funds will be awarded on a September 1 - August 30 basis. Travel to attend but not participate in a conference or panel will not be supported by GSE funds. Note that it is key that the travel must be pre-approved and that the students are then spending personal funds for which they subsequently receive reimbursement.

Students must complete the "GSE Dean's Support for Student Conference Participation Application" form. Travel must be pre-approved in writing by the student's faculty advisor and the Dean. 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 obtained on line at <http://www.rutruvel.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 only at \$.31/mile. 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 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 GSE Dean's Support for Student Conference Participation

Name: _____ Email: _____

Program/Department: _____

Conference that will be 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 I am an Ed.M. student
 I am a full-time student I am an Ed.D. student
 I am a part-time student I am a 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

Dean's Signature of Approval

Date

*If you accept the support funds you must present a poster at the GSE end-of-the-year student poster session in the spring.