

Emory University Graduate Student Council (GSC) Travel Grants Program

INSTRUCTIONS FOR THE GSC TRAVEL GRANTS PROGRAM

I. ELIGIBILITY

An Emory Graduate School student is eligible to receive a GSC travel grant of up to \$200.00 to present a poster, paper, or talk at a single academic conference or for attending a course. Students may receive funding *ONCE* per academic year (1 September through 31 August), based on the date of the conference, and *TWICE* during his/her academic career.

Funding is limited and distributed on a first-come, first-serve basis.

II. INSTRUCTIONS

1. Submit an *Intent to Travel Form (ITTF)* to the GSC as soon as you know you will be traveling. The *ITTF* should be submitted to the GSC prior to travel. Once the form has been processed, you will receive an email indicating your acceptance or rejection.

The *ITTF* should be deposited in the box outside the GSC office (DUC 502E) or in the GSC box in DUC 515E.

2. Attend your conference and make your presentation. Save all your ORIGINAL receipts as Accounts Payable will not accept copies. If you are purchasing an airline ticket or making a hotel reservation online, be sure to print out your receipts, not the itinerary.

3. Upon return, assemble your travel expense packet. This includes:

a. A completed and signed *TRAVEL EXPENSE REPORT (TER)*. The *TER* must be filled out online at <https://compass-login.emory.edu>. Select 'Employee Self-Service' and then 'Travel and Expense Center'. Under 'Expense Report' (top left), click 'Create'. Enter the information about your trip: description, dates, destination (airport code for city or nearest one), and expenses. If you need to add more expenses, click on the '+' arrow to the right.

b. You will need to get appropriate Smart Keys for all sources of funding (e.g. department, advisor, other grants). The GSC Smart Key is 0000018293. For each expense, click on 'Detail' and then 'Accounting Detail' at the bottom of the page. On this page, you should enter the appropriate Smart Keys and amounts for each source of funding that you receive. For instance, if you have a \$400 airplane ticket and \$200 is from the GSC and the remainder is from your department, you will enter \$200 and the Smart Key and then add another line to enter the remaining. You must do this for EVERY expense if you have multiple sources of funding.

c. After entering all your information, you will need to save your report before submitting. You then will have the option of submitting your form. After submitting, return to the top of the page and click 'Print Report with Barcode' underneath where you entered the date and submit that page to the GSC.

c. Copies of the conference announcement or program showing both the name of the conference and the name of your presentation with you as the author.

d. Your original receipts taped to a standard-sized piece of white paper.

4. Make two photocopies of the packet (the original goes to Accounts Payable and one copy each is retained by the SGA Business Manager and the GSC in case of loss of documents). It is also recommended that you keep a copy for your records as well.
5. Submit your travel expense packet to the GSC **FIRST**. The process has changed and you no longer need signatures. We will make a copy for our records and then submit it to Accounts Payable on your behalf. They will scan it and send it electronically to your sources of funding, who then must go online to approve it. You can track who has signed off through
 - a. Do NOT send your packet to Accounts Payable from your department. It must be submitted directly to the GSC, otherwise we retain the right to revoke your funding.
 - b. Effective Fall 2009, if you do not submit your travel expense packet within one month of returning, your funding will be revoked, yet still count against your career limit of two (2) grants.
 - c. Effective Fall 2009, if you are approved for funding and do not notify us within one week of your return that you no longer need the money, it will still count against your career limit of two (2) grants.
6. You will receive an email confirmation when we have received and processed your paperwork. You should receive your reimbursement within 2-4 weeks after processing.

III. ADDITIONAL INFORMATION

1. Accounts Payable will not process any reimbursement request without the original receipts; photocopies are not acceptable.
2. The GSC will not fund any reimbursement request that does not have documentation describing the conference attended and the poster/paper/talk presented.
3. If you are not a US Citizen, please be aware that additional documentation of visa status may be required by Accounts Payable. Obtaining this documentation may delay your reimbursement. Please check with your department before submitting your request for any special requirements.
4. When submitting correspondence to the GSC, please use the box outside the office (DUC 502E) or in DUC 515E. Do not slide correspondence under the door of the GSC office.
5. Please note that since we are a student organization, responses to questions may be delayed over school holidays or over the summer.
6. If you have any further questions, you may contact the GSC Travel Clerk at gsctravelclerk@gmail.com.

Good luck and enjoy your conference!