

# Graduate Student Travel Support Request Form

## USU Dept. of Mathematics and Statistics

Date form submitted

Student Info	Name				MS or PhD	
	Advisor				Year Started	
Conference Info	Name					
	City		State		Dates	
Title of presentation (if applicable)						
Travel dates ( <i>and times</i> )	Leave home			Arrive home		
Estimated cost of travel*	Airfare	Hotel	Registration	Mileage	Total	
Travel funds already applied for (and source)						
Travel funds requested from Graduate Committee						
Comments (optional)						

\* Hotel cost must not include incidentals; mileage is cost to/from airport (or conference city) at \$0.485 per mile (cap at 170 miles roundtrip to SLC); meal reimbursement will not be covered, and no per diem.

While total available funding may vary from year to year, the Department encourages and strives to support graduate student participation in professional conferences because these can provide great enrichment to the graduate student experience. Students should visit with their advisors about conference opportunities, including the appropriate timing and participation level (talk, poster, attend) for the student. The following are the required steps for travel support.

1. Fill out this PDF form electronically (not hand-written) and have your advisor email it to the Assistant Head for Graduate Studies ([john.r.stevens@usu.edu](mailto:john.r.stevens@usu.edu)) at least two weeks before your travel begins, to ensure that your advisor supports your participation in the conference. Requests will be evaluated based on the following basic preferences set by the Graduate Committee:
  - a. Preference given to first-time conference attendees and to those presenting a talk or poster based on thesis or dissertation work.
  - b. Preference given to students who are also applying for funds from other sources, such as the RGS [Graduate Student Travel Award](#), their advisor's research funding, and the College of Science.
2. If your request for travel support is approved, you will receive confirmation in an email from the Assistant Head for Graduate Studies, with a cc to the department Business Assistant ([ting.xue@usu.edu](mailto:ting.xue@usu.edu)). After receiving this email and at least one week before your travel begins, log in to [servicenow.usu.edu](http://servicenow.usu.edu), select "Service Catalogs", search for the "Travel Authorization" catalog item, and use that to enter the information you provided above. (USU requires the use of ServiceNow, even for faculty travel.)
3. Make your travel reservations, being sure to keep all receipts for airfare, hotel, and registration.
4. After travel, log in to [servicenow.usu.edu](http://servicenow.usu.edu), search for the "Travel Reimbursement" catalog item, and use that to enter final costs; also upload receipts there as a single PDF. To set up direct deposit of your travel reimbursement instead of receiving a check in your mailbox, talk with Ting.
5. Also after travel, email the Assistant Head for Graduate Studies a one page report about the conference and what made it beneficial for you to attend. Portions of your report may be shared with other students as part of an effort to encourage graduate students to attend conferences.