PURPOSE
The purpose of this fund is to assist Educational Leadership and Cultural Foundations (ELC) doctoral students with some of the costs necessary to attend a regional, national, or international academic conference or professional society meeting to present a paper or poster session of the students’ original research/scholarship. The availability of funds varies each semester and is administered on a first-come, first-served basis.

ELIGIBILITY
Students must be ELC doctoral students, registered for at least 3 hours at the time of the conference or meeting. Unless there is an excess of funds near the end of the academic year, no student may receive more than one award each year.

REGULATIONS
1. When available, funds are distributed on a first come, first serve basis for expenses, such as, transportation, mileage, conference fees (registration, not membership dues), and hotel up to $250. Amount awarded varies based on money available. Travel awards will be made during a year only as long as funds exist to support travel.

2. The applicant must provide proof that s/he is presenting a paper or poster at an international, national, or regional academic conference or professional society meeting. Such proof should consist of a copy of the notification of proposal acceptance from the conference or professional society giving the time and date of the presentation. Additional information may be requested if the presenting student’s role is unclear.

3. The presentation must be based on original scholarship/research conducted by the applicant and must be prepared and presented by the applicant.

4. The fund request form must be submitted at least 1-2 months before the conference for travel pre-approval.

APPLICATIONS
1. Completed fund request form can be submitted at any time during the academic year. Forms must be signed by the applicant and be accompanied by a copy of the notification of proposal acceptance addressed to the student from the conference or professional society giving the time and date of the presentation. Applications lacking any of the information requested will not be considered. The attached application must be completed in full and submitted with a TRV-S and TRV-1 Form. Before completing the request form, please read the information on the ELC’s “Resources” and GSA Fund websites regarding UNCG travel claims processing: a) Travel Manual b) GSA Fund website, and c) TRV-1 Sample.

2. The TRV-S and TRV-1 forms are the official university travel forms and can be found on the ELC’s website under “Travel Resources”. For your travel fund pre-approval submission, fill out the top portion of the TRV-1 only. Be sure to list your complete address and the full title of the conference (do not use acronyms). Some fields do not print correctly so be sure to review it and handwrite any missing information before submitting the form. Include your signature at the top signature lines. The date of completing the TRV-1 Form should match the date next to your signature. If you need assistance, please check with ELC Office Manager.

3. Submit your entire packet to Dr. Sophia Rodriguez or drop it off at the ELC main office (SOEB 366). Applicants will be notified in writing of the decision. Since funds are limited, students are urged to use other sources of travel funds to match, such as, the Graduate Students Association (GSA) whenever possible.

ELC Travel Resources Page: https://soe.uncg.edu/academics/departments/elc/elc-resources/

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4. If pre-approved, students must submit the remainder of any other receipts to Nor Othman-LeSaux (ELC Office Manager) within 1-2 days upon returning from the conference and sign the bottom half of the TRV-1 Form that was submitted earlier.

FUND REQUEST PACKET CHECKLIST

At least 1-2 months before conference, submit travel request packet as follows:

- ELC Doctoral Student Travel Fund Request Form.
- Proof of presenting at the conference (letter or email of acceptance).
- TRV-S Student Non-Employee Travel Agreement: https://acb.uncg.edu/forms/
- TRV-1 Travel Authorization/Expense Report: https://acb.uncg.edu/forms/ Please use the Calculated Form, with the top portion completed & signed and the expenses columns filled out. Attach any invoices/receipts for any expenses paid. (N.B.: Please do not save or re-use the TRV-1 Form since this form is regularly revised by UNCG Accounting Services). Use the link from the UNCG Accounting Services forms page for the latest TRV-1 Form. Be sure to include on form:
  - Full name
  - University ID #
  - Complete address
  - Complete name of conference (don’t use abbreviations)
  - Signature at the top of the form (leave bottom signature line blank until you return from the conference to verify expenses, etc.)
  - Dates and times leaving and returning
  - If you are a non-resident, attach NRA001 Form. If you are a Permanent Resident, please include a copy of your green card.
- To supplement the cost of your entire trip, we encourage you to apply to the Graduate Student Association (GSA). If you seeking funding from them, please attach their response to your request since this application works concurrently with GSA’s deadlines (i.e. ELC + GSA matching funds): https://graduatestudentassociation.uncg.edu/funding/
- At this stage if you have any receipts, please include them (all receipts must be in your name).
- Hard copies with original signature(s) are required. These can be dropped off or mailed to ELC’s main office (SOEB 366).
- Applicants will be notified in writing if approved. ELC Office Manager will keep the entire travel request packet (i.e. ELC Student Travel Fund Form, TRV-S, TRV-1 Form, etc.) and will meet with the student later.

After the conference (within 1-2 days upon return), please see ELC Office Manager to sign & submit:

- Any other receipts that have not been submitted. No photocopies. Receipts must be original copies and must show vendor’s name, your name, cost, and evidence of payment. (TIP: It works best if these are put in a Ziploc bag.)
  - If you are sharing a hotel room with others, the bill/receipt you submit must have your name on it and show that the bill has been paid. You can request this from the hotel.
  - If you are requesting mileage reimbursement, you must travel using the most direct/shortest route and provide a MapQuest showing the mileage.
- Forward email response from GSA to ELC Office Manager of your online GSA fund request. This will determine if ELC needs to forward your TRV packet to GSA or directly to Accounts Payable.
- Make appointment to see ELC Office Manager to sign the bottom half of the TRV-1. She/He will scan everything before submitting the TRV packet to the next department/agency that has agreed to fund your trip. The last department/agency will be the one responsible to send your entire packet to Accounts Payable.

THANK YOU.