



**CONFERENCE TRAVEL SUPPORT
2022/2023 (FY23)**

Disseminating scholarly work is essential to advance practice, promote additional research, and to begin establishing students as scholars in their field. The CHSE Department, therefore, seeks to provide partial support for professional travel. Toward that end, the Department provides travel support for doctoral students who are presenting research at a national conference.

Support Levels

1. Maximum funding level depends on the location of the conference to which the student is traveling. Maximum travel award amounts are: \$500 for travel east of the Mississippi, \$800 for travel west of the Mississippi, including Canada, Puerto Rico and Mexico; and \$1,200 for international travel outside of North America, Puerto Rico and Mexico.
2. Typically, a student may receive only one travel award during the fiscal year (travel occurring between July 1, 2022 and June 30, 2023). In unusual cases in which a student has received much less than the maximum award for eligible travel to one conference, the student may receive additional support for a second conference only so long as the total support across both conferences does not exceed what the student would otherwise have received for the earlier conference.

Students are encouraged strongly to apply also for other funding sources. The Graduate School operates two funding programs (Jacob Goldhaber or Ilene Nagel travel grants) that *may* match awards from CHSE. The Graduate School funding programs require a separate application and must be completed prior to travel.

Criteria

1. This award is for doctoral students only.
2. The award period is for conference attendance occurring between July 1, 2022 and June 30, 2023.
3. The student must be giving a poster, paper, or presentation that presents research at a national or international conference for which submissions were refereed (i.e., acceptance is selective). The student must present a copy of the written notification of acceptance.

Application Process

1. Prior to travel to the conference, the student must complete the Application for CHSE Travel Funds (below) requesting these funds; the application must be supported in writing by the student's advisor or faculty sponsor.
2. The student must also complete the CHSE Travel Approval Request Form, in addition to the Application for CHSE Travel Funds, prior to travel. After travel, the student must complete the University of Maryland Travel Expense Statement form and provide original receipts for all expenses for which reimbursement is being requested. Expenses eligible for reimbursement include transportation (air, train, etc.), lodging, per diem, ground transportation, and conference registration. Inquiries about the eligibility of other types of related expenses should be directed in advance to the Department's travel coordinator (Stefanie James) or Director of Finance and Administration (Blesilda Lim).
3. All forms mentioned above are available in the CHSE website under Resources/Forms and Handbooks/Travel
<https://education.umd.edu/academics/departments/chse/resources/forms-and-handbooks>

¹ Transportation or lodging expenses for travel within the Baltimore/Washington metro area typically will not be reimbursed. Registration fees for local conferences, if such conference meets the criteria in #3, above, are eligible for support.

APPLICATION FOR CHSE TRAVEL FUNDS

Name of Student:

Student UID:

Student's Complete Mailing Address:

Student's Phone No. Home:

Work:

Student's Email Address:

CHSE Program (e.g., School Counseling, CSP, Higher Ed, International Ed, Special Ed, etc.):

Name of Conference:

Location (city):

Date(s) of Attendance:

Title of Paper/Poster/Presentation (include full APA-style citation, including co-authors where applicable):

___ Yes ___ No Was this paper/poster/presentation selected through a refereed process? (i.e., work was submitted to an individual or panel and accepted selectively)

If the paper/poster presentation is co-authored, provide a brief description of the amount and nature of your contribution to the paper or paper session (you may use a separate attached sheet, if necessary).

___ Yes ___ No Have you previously received support from the CHSE Department for travel occurring between July 1, 2022 and June 30, 2023? If so, please list the conference(s) and amount(s) previously provided.

Have you received any additional funds for this conference attendance? If so, please specify the source and the approximate amount of funding.

Estimated Costs. Briefly list the expenses for which you are seeking reimbursement. The CHSE Department will award a **maximum of \$500** (travel east of the Mississippi) or **\$800** (travel west of the Mississippi, including Canada or Mexico) or **\$1,200** (international travel outside of North America and Mexico) toward expenses, or a lesser amount if the student has received a previous award during FY23.

Required Attachments:

1. Receipts for all expenses for which reimbursement is being requested (after travel is completed).
2. University of Maryland Expense Statement Form (after travel is completed).
3. A copy of the written notification from the conference organization of paper/poster session acceptance

Student and Faculty Signatures: We certify that the above information is true and correct.

Student's Signature

Date

Faculty Advisor Signature

Date

Submit completed, signed form to Stefanie James

Approval by Graduate Director: _____
Signature Date