**CONFERENCE TRAVEL SUPPORT**

**2023/2024 (FY25)**

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 and MA students who are presenting research at a national conference.

***Support Levels***

Doctoral and MA students who are presenting at a conference may receive a one-time travel award, regardless of destination, in the following amounts:

1. For doctoral students, maximum funding per student is up to $1000 regardless of destination. A student may receive one travel award during the fiscal year only (July 1, 2023- June 30, 2024).

The $1000 may also be used by doctoral students as a one-time match for those who apply for the Goldhaber Travel Grant (https://gradschool.umd.edu/funding/student-fellowships-awards/graduate-school-travel-grants). The Graduate School funding programs require a separate application and must be completed prior to travel. Students should work closely with advisors and mentors to determine the appropriate conference. This is a one-time award for this academic year and cannot be divided between conferences.

1. CHSE will provide 20 travel scholarships in the amount of $500 for Masters students. These monies are to be used during this fiscal year.

MA students will need to apply to one of the 20 travel scholarships. The travel support is for students who are the presenter for a poster or paper at a professional conference. You will need to provide confirmation of your presentation, a budget, and a rationale for attending the conference. Similar to the doctoral support, this is a one-time use and so students should work closely with advisors and mentors.

***Criteria***

1. The awards above are for doctoral and master’s students.
2. The award period is for conference attendance occurring between July 1, 2023- June 30, 2024.
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. 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 and must include the acceptance notification for the conference. This form should be emailed to [chsetravel@umd.edu](mailto:chsetravel@umd.edu) as soon as completed and prior to #2 below so it can be reviewed.

1. After the **Application for CHSE Travel Funds** has been submitted and reviewed by CHSE staff, the student must also complete a Travel Approval Request Form, in SAP Concur\*, prior to travel. If not yet done, the student must also apply for a Travel Card, also in SAP Concur\*.
2. After the trip, the student must complete the Expense Reimbursement Request, also in SAP Concur\*. Attach/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.

Note: Air and rail tickets need to be booked in SAP Concur\*, regardless of which payment type will be used.

1. Inquiries about SAP Concur\*, and the eligibility of other types of related expenses should be directed to CHSE staff by sending an email to [chsetravel@umd.edu](mailto:chsetravel@umd.edu)

Note:

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 #3 above, are eligible for support.

**\*SAPConcur login:**

<https://purchase.umd.edu/travel/concur/concur-login>.

**APPLICATION FOR CHSE TRAVEL FUNDS**

(Submit completed, signed form to [chsetravel@umd.edu](mailto:chsetravel@umd.edu).)

**Name of Student**: **UID:**

**Student’s Complete Mailing Address**:

**Student’s Phone No.** **Work**: **Cell**:

**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):

**Was this paper/poster/presentation selected through a refereed process?**

Yes (attach a copy of the written notification of acceptance) No

**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).

**Have you previously received support from the CHSE Department for travel occurring between July 1, 2023- June 30, 2024?** Yes No

**Have you received any additional funds to attend this conference?**

Yes, Name of funding source/s and amount/s:

No

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

**Student’s Signature: Date:**

**Faculty Advisor Name and Signature: Date:**

**Graduate Director Name and Signature: Date:**