

Student Travel – Interdepartmental Graduate Programs (MCB, NSB, OEB, PB)

Purpose: There is no better way to learn about a discipline and to begin building professional networks than to attend professional conferences and workshops. The purpose of the student travel program is to encourage students to attend these events by providing funds to supplement their cost.

Eligibility:

All PhD students in the MCB, NSB, OEB and PB programs, who are in good academic standing are eligible, dependent on budget availability, to receive supplemental funds to attend conferences and workshops once each fiscal year, up to a lifetime limit of \$2,500. Starting in their 3rd year, students must be presenting their research in order to receive travel funds for a conference or workshop.

The annual limits on travel funds are:

Before completing the Prospectus:	\$450
After completing the Prospectus:	\$800

Procedures:

1. Application for the travel grant must be made at least 2 weeks IN ADVANCE of the meeting.
2. Request or a travel award is made by filling out the UMass online [Pre-Travel Authorization Form](#) (Travel Registry):
 - a. **Purpose of Trip:** Choose most accurate from dropdown menu
 - b. **Details:** Include name and location of the conference, and the title of your talk if you are presenting.
 - c. **Estimated Cost:** Enter \$ amount you are eligible for (\$450 if pre-prospectus; \$800 if post-prospectus).
 - d. **Funding Sources and/or Speed Type:** Leave this blank if IDGP-funded (to be completed by the IDGP Office). If split-funded, provide brief explanation.
 - e. **Contact Information:** How you can be reached in an emergency
 - f. **How many approvals: Please select TWO**
**Note: You will NOT BE ABLE TO CHANGE your responses to the questionnaire after you click submit*
 - g. **Submit the form**
 - h. **Once submitted, click “Request Approval”** to send an email to your approver. Select your campus (Amherst) and then type in the UMass email address of your advisor/PI as the first approver.
 - i. **Email the Program Coordinator of your program with the “terra dotta” 5-digit ID number of your travel request**
Your program coordinator will confirm your funding eligibility, and enter the funding source etc., and forward to the IDGP Office Manager for final approval.

3. **If paying out of pocket:** send receipts showing proof of purchase to your program coordinator to be reimbursed. You will be required to wait for the reimbursement until after the date of your conference.

If making purchases using the program coordinator's OneCard: schedule a meeting via zoom with the coordinator to make the purchases (airfare, registration fees etc) and the coordinator can add the OneCard information to your purchase while you are viewing the information live in zoom prior to the date of your conference.