



University of Massachusetts Amherst

Pre-Travel Authorization

All University travel across all funding sources requires supervisory and funding administrator approval prior to confirming travel arrangements. This form or similar authorization must be completed prior to confirming travel arrangements when the travel is overnight or out of state and is required with the Expense Report submission. Printed email approval containing the same information may be substituted for this form. Department heads and supervisors can issue blanket or multi-trip authorizations to staff for operational expediency.

TRAVELER:

(Last)

(First)

TITLE:

TRAVELER'S EMPLOYEE NUMBER:

DEPT:

DESTINATION:

DATE OF DEPARTURE:

DATE OF RETURN:

PURPOSE OF TRIP:

OTHER COMMENTS:

(Importance of trip/consequences if not funded, coverage of duties while absent, etc.)

ESTIMATED COST: \$

AUTHORIZED REIMBURSEMENT: \$

FUNDING SOURCES/SPEED TYPE

Traveler's Signature

Phone number

Immediate Supervisor's or Authorized Designee Signature

Date

Type / Print Name

Title

Date

FUNDING APPROVAL (if different from supervisor and required by the area):

Fund Administrator's Approval

Date

Type / Print Name

1-Send a scan of this form or the original with the Expense Report submission

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 to receive supplemental funds to attend conferences and workshops once each 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 for a travel award is made by filling out the Pre-Travel Authorization Form, obtainable through the IDGP Office (and will soon be available on each program's website).
3. The Pre-Travel Authorization Form must be returned to the IDGP Program office with both the student (Traveler) signature and the student's advisor/PI (Immediate Supervisor) signature. Final authorization of the travel award will be made by the IDGP Director (Fund Administrator). Students may submit the signed form via email with scanned signatures, or in person as a hard copy.
4. If presenting at the conference, please include the title of your presentation on the line "Other Comments". If you are not presenting, please indicate your class year (first or second year student).
5. After the trip, all receipts for reimbursement must be submitted to the IDGP office, and receipts must be "original" (not scanned copies).
6. If booking airfare, hotel etc. in advance, students may use the departmental travel card in advance of the trip. This is intended to minimize out of pocket payments for students and the length of time a student has to wait to be reimbursed. If using the departmental travel card, the total amount of the payment must be less than or equal to the award. If the payment put on the travel card is less than the annual trip allotment, the student may additionally bring receipts to the IDGP office after the trip for reimbursement up to the total award amount.
7. **Split-funded trips:** In the case of funding from both IDGP and another source, the student must be sure both sources know the travel will be split-funded. In this case, two Pre-Travel Authorization Forms must be signed by the traveler and PI, and submitted to both funding entities. Receipts should be submitted to one of the sources, with the understanding that official copies will be sent by that source to the second source.
8. **If the PI is covering the remainder of the travel costs (over the IDGP award amount),** please provide the Speed Type for the remainder of the trip costs on the Pre-Authorization form on the line for 'Funding Source/Speed Type' and submit receipts to the IDGP office to split fund the total.

FAQ

What kinds of conferences and workshops do these travel funds cover?

These funds can be used to travel to regional, national, or international conferences and workshops.

Do I have to present a paper or poster in order to receive travel funds?

Starting in your 3rd year, you must present your research to receive travel funds. You do NOT have to present your research to receive funds in your 1st and 2nd year.

The description says that I can receive funds “once each year”. What is the definition of “once each year”?

In this case, it means once during each fiscal year. Fiscal years start on July 1 and end on June 30 of the following year. For example, fiscal year 2017 starts July 1, 2016 and ends June 30, 2017.

I am currently a PhD student in one of the programs and have already received the lifetime limit of \$2,500, but I was counting on travel funds to attend a meeting in the coming year. Am I stuck or can I get help?

You will get help. PhD students who used their lifetime limit of \$2,500 before July 1, 2016 will receive one additional allotment of \$450.

How do I request travel funds?

Submit page 1 (Travel Authorization Form) of this documents to your Program Coordinator (mailboxes for Program Coordinators are in French Building, Room 204C).