

# Graduate Student Travel Grant Application

Fiscal Year 2024-2025: June 1st-May 31st

Name \_\_\_\_\_ TCU Email \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_ Program \_\_\_\_\_

Degree being sought \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Travel Destination \_\_\_\_\_ Departure \_\_\_\_\_ Return \_\_\_\_\_

## Reason for Travel

- Presentation of research results

Name of conference (non-abbreviated) \_\_\_\_\_

Name of presentation: \_\_\_\_\_

Type of presentation  Paper  Poster  Other \_\_\_\_\_

Registration: \$ \_\_\_\_\_ Transportation: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_

*✍ Attach a hard copy of confirmation of acceptance and abstract*

- Conduct original research related to field of study

Name of institution or site \_\_\_\_\_

Transportation: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_

*✍ Attach hard copy of your itinerary and confirmation of access to on-site resources*

*✍ Attach one-page explanation of how this research applies to your field of study and why this travel is necessary to your research*

- Creative Performance (Fine Arts students)

Type of Creative Performance \_\_\_\_\_

Name of event or site where performance is held \_\_\_\_\_

Transportation: \$ \_\_\_\_\_ Lodging: \$ \_\_\_\_\_ Registration: \$ \_\_\_\_\_

*✍ Attach hard copy of your confirmation of acceptance and/or participation*

Total Estimated Cost: \$ \_\_\_\_\_

Do you have other sources of funding for this travel?

No  Yes Please list the sources and amounts \_\_\_\_\_

Have you previously received a Graduate Student Travel Grant?

No  Yes

## Endorsements (original signatures required)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Department Advisor or Chair PRINT

\_\_\_\_\_  
Dean's Office PRINT

\_\_\_\_\_  
Department Advisor or Chair SIGNATURE

\_\_\_\_\_  
Dean's Office SIGNATURE

# Graduate Student Travel Grant | 2024-25 Policies & Procedures

The Graduate Student Travel Grant Program has been established to support travel of graduate students for purposes directly related to research. Funds may be used by graduate students to 1) present (or creatively perform) the results of their TCU research or 2) conduct research related to their field of study. Students from all academic departments are welcome and encouraged to submit grant applications. While co-funded by the Graduate Student Senate, the Office of Graduate Studies administers the graduate student travel grants.

The maximum award is \$400 for domestic travel and \$800 for an international destination. Limited funds are available. Travel grants are awarded on a first come, first served basis, assuming applications are complete and accompanied by required documents. During the spring semester, however, priority may be given to students who have not received a previous travel award. Students are eligible for one award per academic year (June 1 - May 31).

## **Before & During Your Travel**

Completed applications must be submitted to the Office of Graduate Studies ([tcugradstudies@tcu.edu](mailto:tcugradstudies@tcu.edu)) **30 days prior to travel.**

Incomplete applications will be returned to applicant for necessary revisions. Travel must be completed for funds to be disbursed. Travel that is ineligible for a graduate student travel grant includes: class trips, travel for class projects, and travel for professional development not directly related to research. Students will be notified via email of their approval for a travel grant as well as detailed instructions for reimbursement.

Travel must be registered at TCU Global:

<https://tcuglobal.tcu.edu/register-travel/>

*While not required for your approval for a travel grant, we ask that you provide photographs of you presenting, doing research, networking, etc. while on your sponsored trip. These pictures will appear on the Graduate Studies website and Facebook page, and/or GSS website. Email [tcugradstudies@tcu.edu](mailto:tcugradstudies@tcu.edu) a completed photo release form and your photos at the time you submit your reimbursement form.*

## **After Your Travel**

As of October 1, 2023, TCU Financial Services has implemented a new system (SAP Concur Travel). Go to this site to get started - <https://finance.tcu.edu/contracts-procurement-travel/travel-expense/index.php>. Expenses must be submitted within 30 calendar days after the sponsored travel.

## **Tax Exemption**

The University is exempt from Texas sales tax. Faculty and staff should review expenses as they are incurred to verify that sales tax has not been assessed. In the case of hotel taxes, the University is exempt from Texas hotel occupancy tax. The University is not exempt from the city portion of the hotel occupancy tax. Although not required to do so, some other states also may honor the University's exemptions. Copies of the University's Texas Sales Tax Exemption and Texas Hotel Occupancy Tax Exemption forms are available in the Financial Services Office. These forms should be submitted to the hotel at the time of registration/check-in.

In plain English: If you are traveling within the state of Texas, your hotel will add to your bill Hotel Occupancy taxes, some of which your travel grant may not cover. Download and print the tax exemption form from the TCU Graduate Studies website, give it to the hotel when your check in, and they will not charge you the taxes TCU wouldn't be covering. Hotels in other states may or may not honor TCU's tax exemptions but it's worth a try to save a few bucks.