

Department of Horticulture Graduate Student Travel Support
Policies and Procedures
Revised: February, 24 2023

Purpose

The purpose of the departmental travel support is to help students attend professional meetings and to communicate their work to a wider audience. The funds are intended to supplement other travel support sources such as those provided by the major professor, other awards, and personal funds.

Amount and allowed expenses

Funds are available on a yearly basis. Students can request funds to support activities in **one** of the following categories per year:

1. Present (e.g. poster or talk) at a scientific or professional meeting.

Amount: up to \$1000 per year

2. Attend a scientific or professional meeting.

Amount: up to \$300 per year

3. Pay direct publication costs associated with a peer refereed publication or official Extension publication. **Funds should only be used for publication costs if the departmental funds cannot be used to attend or present at a meeting.**

Amount: up to \$600 per year

The funds can be used for any allowable travel expense (e.g. conference fees, transportation, lodging, meals). Funds can only be used for publication costs charged directly by the publisher (e.g. page charges).

Procedure

1. Request funds by sending a concise email to the Horticulture Graduate Program Director indicating which of the three categories above you are requesting and provide basic details (e.g. name of the meeting, location, date). Save the reply approval email as a PDF. You will need to upload this into the Concur travel system later for reimbursement.

Remember that for out of state or international travel, you must also get travel pre-approval using the Concur system. Do that separately from your email request to use Departmental travel funds.

2. Follow departmental procedures for arranging travel and for reimbursement. When submitting a reimbursement via Concur, upload the approval email as a PDF and use index: **FS013N**, with a note in the comments that this is for “graduate support of travel for professional development.”