

## Travel Support for Graduate Students

- 1) The department will do everything possible to match the funds allocated by the Graduate School in the corresponding academic year. It is our hope that the sum available would be the result of equal amounts provided by the Graduate School and the Department of Spanish and Portuguese. All funds will be distributed at the end of the academic year, at the discretion of the Chair.
- 2) These funds will be distributed among our graduate students to support activities such as travel to conferences. Some funds may also be used to supplement the recruitment efforts of the Admissions Committee. In cases of leftover funds at the end of the academic year, the money could be used to improve the computer equipment available in the TA room currently in 1011 Van Hise.
- 3) Travel to conferences may be supported in two cases:
  - a) ABD students attending the MLA conference as part of their job search. For this type of support, the department will distribute no more than 50% of the total funds available. The job search travel grant will be awarded to a graduate student only once; the amount awarded will not exceed \$250 per student.
  - b) Graduate students traveling to conferences to present papers or to chair sessions. Students may apply for this award only once every two years, and priority will be given to those who have not been previously funded; the amount awarded will not exceed \$250 per student.
- 4) Complete applications must be submitted to the Associate Chair of the department by May 1<sup>st</sup> each year in order to be considered for the award. A complete application is one that includes the application form filled out in its entirety, along with legitimate original receipts whose totals match the amount listed on the application form and which comply with the University travel guidelines. If the receipts total less than the amount listed on the application form and/or do not comply with the University travel guidelines, the legitimate receipt total will be used as the total award amount, with no additional funds being awarded at a later date with supplementary receipts or information. Incomplete applications will not be considered for the award. Questions may be directed to the Department Administrator.

Adopted 2/21/2001

Revised 2008