Travel Packet
Graduate Students Association
“Success through TEAMwork”

I AM AN EAGLE IN THE WIND.
WATCH HOW I SOAR.
Travel Application Form

PERSONAL INFORMATION

<table>
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<tr>
<th>First Name</th>
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<tr>
<th>NCCU ID #</th>
<th>Phone Number</th>
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Academic Program

Have you ever participated in any NCCU GSA events?  
☐ YES  ☐ NO

If yes, please list events.  If no, please fill out the Graduate Student Involvement Form and return with the packet

1. _________________________________
2. _________________________________
3. _________________________________
4. _________________________________

CONFERENCE INFORMATION

<table>
<thead>
<tr>
<th>Name of Conference</th>
<th>Dates of Conference</th>
<th>Location of Conference</th>
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Will you be presenting at the conference (i.e., giving a lecture, presenting a paper, conducting a round-table discussion, etc.)?  
☐ YES  ☐ NO

Title of Presentation

TRAVEL SUPPORT

Indicate all sources and amounts of funding which will be applied toward attending this meeting (conference) as well as submit all relevant conference information (i.e., Conference registration fee, lodging prices, etc.). Please do not include funds that you hope to get from GSA.

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<tr>
<th>Source</th>
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<tr>
<td>Department</td>
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<tr>
<td>Advisor / Faculty</td>
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<td>Research Grant</td>
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<td>Professional Society Travel Grant</td>
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<td>Other</td>
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Before you submit your application please make sure you have completed the following items:

- All appropriate signatures.
- Résumé
- Research Proposal and/or Abstract (if presenting)
- Receipt showing member fee, registration fee (if applicable)
- Hotel Accommodation Confirmation, travel arrangement confirmation (if driving include copy of mileage map)
- If travelling internationally, please include a copy of your passport and proof of insurance.
- Completed hardcopy of this application
- Authorization form completed by your department
- Please keep in mind that all NCCU GSA Travel application must be submitted 8 weeks before domestic travel and 12 weeks before international travel
- Any additional documents of your choice.
**PLEASE SUBMIT YOUR ENTIRE APPLICATION TO THE GSA OFFICE, LOCATED IN THE TAYLOR EDUCATION BUILDING, ROOM 311 **
DEADLINES

The NCCU GSA Travel application must be submitted:

- 8 weeks before domestic travel
- 12 weeks before international travel

*** Alaska and Hawaii are not included and will not be covered by the university ***

EXCLUSIONS

SUBMISSIONS

The submission requirement is necessary in order to provide ample time to properly approve and process grant applications. Incomplete applications will not be considered.

A complete application consists of the following items:

- A complete Eagle Purch Authorization form to be completed by your supervisor
- A Letter of Acceptance
- Flight Itinerary
- Hotel Confirmation
- Conference Registration Form
- Conference Itinerary
- Resume; and
- Research Statement OR Essay
  - Research Statement
    Please address the following criteria in a clear and concise manner (400 word maximum). Research statements are judged according to your communication of the purpose and value of our investigation to members of academia outside your own program and discipline, not according to the reviewer's knowledge of your field of research.
    - **Criteria**
      Each of the following criteria is worth 20 points and will be calculated to determine your final score. Please address the following—
      - Describe clearly the research question(s) and or purpose of research
      - Identify the importance of your research and its relevance to your discipline
      - Describe clearly the methodology used to address the research question(s)
      - Ensure that there is clarity in thought (i.e., organization, grammar, spelling, language, and quality of writing)
      - Include why you desire to attend this particular conference
    - **Assessment**
      Your research question will be evaluated on a 100-point scale.
  - Essay
    Please address the following in a clear and concise manner if you are not presenting:
    - **Criteria**
      In 150 words or less, please explain why you would like to attend this conference and how it helps you with your professional development
    - **Assessment**
      Your essay will be evaluated on strength of the argument.

INTERNATIONAL TRAVEL

International travel, in addition to the above items, will need to provide:

- Copy of your passport
- Proof of Insurance
- International Travel Form and Signatures
Reimbursement ONLY takes place with prior approval from the GSA Executive Board, along with the required signatures from the dean of graduate studies. All reimbursements must be submitted within 30 days of the return date of your trip. If any fees are incurred due to cancellations and changes, the department will be responsible for these fees.
NCCU GSA Constitutional Regulations

Article IX—TRAVEL

Section 1. Eligibility

NCCU GSA and the School of Graduate Studies has a commitment to graduate and professional students by providing support for travel and other expenses to professional conferences, scholarly presentations, and workshops. The following stipulations apply to applicants requesting travel funds:

1. If research will be presented at the conference, the applicant must be a current graduate student at North Carolina Central University.
2. Applicants may only submit a grant application for one conference per school year.
3. Award money may only be applied towards the conference and its formalities.
4. Applicants may only apply if they will travel during the dates specified for the current academic year.
5. GPA requirements: Law students must have at least a 2.0 and other graduate or professional schools must have a 3.0.

Section 2. Evaluation Criteria.

In considering requests for student funding throughout the year, members of the Travel Committee must consider the following criteria at least eight to twelve weeks in advance of the proposal date:

1. Is the applicant making formal presentation as part of the official conference program?
2. Has the applicant participated in and/or supported functions sponsored by NCCU GSA?
3. Has the applicant completed a 150 word essay expressing why they should be allowed to attend if they are not presenting?

The Travel Director must seek consultation with the President to recommend other evaluation criteria.

Section 3. Priority

Students presenting at a conference or workshop as part of the official conference program will have the first priority.

Section 4. Travel Application

The NCCU GSA Travel Application must include the date, location, cost, and the purpose of the trip. The applicant must also complete all other items deemed appropriate by the NCCU GSA Travel Director.
Section 5. Presentation Requirements

Graduate Students funded by NCCU GSA and the School of Graduate Studies must present at the NCCU Graduate Research Day. If the trip takes place after Graduate Research Day, the participant must present at the request of NCCU GSA. In the event that the applicant does not present at Graduate Research Day, the applicant will be required to repay all money back to the School of Graduate Studies.

Section 6.

GSA has the discretion to choose to pay for travel, lodging, meals, baggage, or a percentage of the entire trip.
The dollar amounts of awards will be recommended by the NCCU GSA Travel Director and granted by the School of Graduate Studies.

Once the completed Travel Authorization Form has been received by NCCU GSA, the NCCU GSA Travel Director will submit the Travel Authorization Form to the Dean of Graduate Studies for Authorization.

After approval of the Dean, the paperwork will then go to the Vice Chancellor of Budget and Finance for final approval.

Once the Vice Chancellor of Budget and Finance has given final authorization, the Travel Authorization Form will be sent over to the Travel Office.

Please contact the one of the following personnel in the NCCU Travel Office to check the progress of your Travel Authorization Form.

Debbie Lell
23 Hoey Administration Building
diell@nccu.edu
919-530-6340

Alfreda Johnson
23 Hoey Administration Building
aljohnson@nccu.edu
919-530-6891
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<td>Major</td>
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<td>Email Address</td>
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<th>COMMITTEE SELECTION</th>
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<td>Professional Development</td>
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<td>Student Life &amp; Recruitment</td>
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Before the trip:

- Complete a Travel Authorization making sure that all anticipated expenses are listed before travelling. Provide all pertinent information regarding the travel. If traveling internationally, make sure you provide a complete international check list, insurance card, and a copy of passport.
- Travel authorization should be approved by the budget authority and the traveler’s supervisor before travelling.
- Determine your method of transportation. See attached Travelling information if travelling by air.
- Determine whether reservations and/or prepayments will be necessary.
- Prepayments may include registration fees and air travel expenses. These prepayments are requested by checking yes on your Travel Authorization Form. Once the authorization request has been approved we will send the invoice/registration form to the conference or Bursar’s office, whichever you choose.
- Make travel arrangements early to secure attractive prices for lodging, air and other forms of transportation.
- Plan ahead and allow at least 14 business days to apply for a travel advance.
- Full travel advances are available only to Students who have a Faculty/Staff Member claiming all expenses. Faculty/Staff are eligible for airline and registration advances. If a Faculty/Staff member has been issued a University American Express Card they are not eligible for travel advances unless a written justification is provided.
- Travel advances for students (hotel and per diem) will not be issued earlier than ten days before departure.
- Review transportation policies affecting use of personal car, rental car and taxis.
- Meals Per Diems: In-State (B) $8.00 (L) $10.45 (D) $17.90
  Out-of-State (B) $8.00 (L) $10.45 (D) $20.30
  International [http://www.state.gov/m/a/als/prdm](http://www.state.gov/m/a/als/prdm)
  Standard mileage rate is 55.5 cents if travel is less than 100 miles and $.30 if travel is over 100 for private car mileage. If you request a motor fleet vehicle and are denied you are eligible to use your private car and receive the higher mileage rate. A written denial from Motor Fleet must be attached to Travel Authorization Form. Practice good judgment and prudence when incurring expenses. Luxury rooms, personal services, and other expenses will not be reimbursed.
- Learn basic policies which apply to state guidelines for gravel so you can avoid personal costs. You can request a copy of the State and University’s policies and procedure manuals from the Travel Office.
North Carolina Central University
International Travel Checklist
Faculty, Staff, Students

Prior to planning any University-sponsored international travel, NCCU faculty, staff and students must thoroughly read and initial the following policies. For credit-bearing study abroad programs and noncredit-bearing cultural enrichment abroad programs, please contact the Office of International Affairs for the appropriate guidelines and forms.

☐ Travel is prohibited to countries under a U.S. Dept. of State (DOS) Travel Warning and University funds may not be used for such travel. Travel in transit through an airport in a country under a Travel Warning is also prohibited. To view the list of countries with Travel Warnings, visit the DOS website at http://travel.state.gov/. Faculty, staff and students are responsible for reviewing all alerts, notices, advisories, and warnings issued by the DOS, the Centers for Disease Control and Prevention (CDC), and/or the World Health Organization (WHO) for the travel country, both prior to and during travel. Since the University cannot guarantee safety abroad, all faculty, staff, and students who travel are responsible for their own personal safety and must take an active role becoming informed about the potential hazards or risks associated with travel to the country where they are going.

☐ Travelers must possess a valid passport. Many foreign immigration officials require passports to be valid six months beyond the end of travel. Passport application and renewal information is available on the DOS website at http://travel.state.gov/.

☐ Travelers are responsible for obtaining any required entry visas. Foreign embassy/consulate information can be found through the DOS at http://www.state.gov/s/cpr/rlsldpl/32122.htm.

☐ Travelers are responsible for obtaining any immunizations/medications required for the country to which they plan to travel. Travelers' health information can be found on the CDC website at http://www.cdc.gov/.

☐ Travelers are required to obtain HTH insurance coverage for international travel. Contact Business & Auxiliary Services.

☐ If traveling by a foreign airline, travelers should verify that the foreign airline's aviation standards comply with FAA standards for international air travel. Country specific information is available on the DOS website at http://travel.state.gov.

☐ Travelers are advised to register their travel plans with the DOS at https://travelregistration.state.gov/ibrs/ui.

☐ Travelers are advised to purchase trip/flight insurance. Authorized University officials may cancel/postpone any trip deemed unsafe. The University will not be responsible for the financial penalties resulting from trip cancellation.

Traveler’s Contact Information
Traveler’s Address Abroad: ____________________________
Traveler’s emergency Contact at NCCU: ____________________________
Department: ____________________________
Phone: ____________________________
Email: ____________________________
Traveler’s phone abroad: ____________________________
Email: ____________________________
Dates of Arrival: ____________________________

Traveler’s Acknowledgement:
I have read the above-mentioned policies and procedures regarding international travel and I agree to comply with said policies and procedures. Furthermore, I agree to release, waive liability, hold harmless, discharge, and indemnify North Carolina Central University, the UNC Board of Governors, University officials, employees, agents, and volunteers from any liability, claim, demand, costs, or expenses that may be asserted arising from or by reason of personal injury; illness; property damage; any cause or occurrence beyond the control of the University or its agents, including natural disasters, wars, civil disturbances, terrorist acts; or other consequences or events arising from my travel abroad. This release also binds my parents, siblings, heirs, executors, successors, and assignees.

14 of 15 pages

Modified Fall 2017
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<th>Traveler’s Name (Please Print)</th>
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<td>Department Chair (Please Print)</td>
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<td>Office of International Affairs (Please Print)</td>
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<td>Office of the Provost (Please Print)</td>
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