

## LHRD Doctoral Student Travel Fund Program

### Purpose & Mission

The School of Leadership and Human Resource Development (SLHRD) LHRD Doctoral Student Travel Fund provides matching funds for travel. Awards are given to support trips that enable doctoral students to present their work at national and international scale peer-reviewed conferences or meetings. Funds are allocated by term (Fall, Spring, Summer) to assure year-round support.

The mission of this program is to leverage and extend the impact of external funding awards.

### Qualifications

- Must be a current Leadership & Human Resource Development Doctoral student
- In good academic and accountability standing
- Provide evidence of approved external funding for 1:1 match
- Student must provide a short post-travel summary of their activities for reporting purposes

### Availability of Funds

- A limit of five (5) awards are issued per academic year
  - 2 for Fall; 2 for Spring; 1 for Summer
- Funds are available for a 1:1 match up to:
  - \$850 for domestic travel
  - \$1,000 for international travel
- A student can only receive one (1) award per academic year

### Application Deadlines

Funding request applications for each semester are due:

- Fall – August 15<sup>th</sup>
- Spring – January 15<sup>th</sup>
- Summer – May 15<sup>th</sup>

The final day of travel must fall within the corresponding funding request semester.

Example: Final day of travel is October 12<sup>th</sup>; funding request will be for the Fall semester.

### Travel Arrangements & Expenses

All travel arrangements, up to the approved award amount, but be made in accordance with [PM-13 University Travel Regulations](#). It is the responsibility of the student to adhere to the requirements established by the University. Travel arrangements **must** be made through the SLHRD's Business Office.

Airfare – Airfare arrangements **must** made through contracted travel agency, Christopherson Business Travel (CBT).

Lodging – Nightly rates will be determined either by (a) evidence of special conference hotel or (b) the [U.S. General Services Administration](#) per diem rates (GSA)

It is incumbent of the student to submit all invoices paid for through awarded funding ten (10) days after final day of travel. Failure to do so could result in a disqualification from any future School level awards.