

Graduate Studies Student Travel Financial Support Policy

NOTE: This document differs from the School of Social Welfare's *PhD Travel Funding Support Policy*. This document pertains to annual funding the School receives from Graduate Studies to support graduate student travel for professional development. The policy and procedures describe here reflect Graduate Studies requirements for eligible use and reporting of those funds.

Graduate students in the School of Social Welfare can apply for financial support for travel to professional development events. There is a limit of \$500 per applicant up to two times during their graduate career. Travel support is limited to eligible students and events described below and contingent upon available funding.

Eligibility

- Applications can only be accepted for travel that will happen in the future.
- Students must be enrolled at least half-time (find the Graduate Studies full time enrollment policy in the [Policy Library](#)) at the time of travel. In the case of summer travel, the student must plan to enroll the following Fall semester.
- Funding is only available for students at the Lawrence or Edwards campus.
- Travel must be to a conference, workshop, or other professional development opportunity. Workshops must be justified as related to field of study or professional development.

Application

- Applicants must provide proof of presentation, acceptance, and/or attendance at a conference, workshop, or other professional development opportunity. As applicable, a one-page abstract of the research that is being presented and/or justification of how the conference or workshop is related to field of study of professional development must be provided in PDF format.
- Application information should be provided to your (MSW or PhD) Program Director. If approved, the student will receive information regarding making travel arrangements and KU requirements for travel authorization.
- Applications will be awarded on a first-come/first-served until funds are exhausted.
- There is a limit of \$500 per applicant up to two times during their graduate career.

Awarding and Reporting

- Award funds must either be used or encumbered before April 30, each year, with a travel date before May 31, each year.
- The Graduate Scholarly Presentation Travel award follows the university's travel policies and procedures. Find the travel policies and procedures on the [Procurement webpage](#).
- The School's Budget Director must submit annually a list of students awarded, student ID number, and date of travel to be eligible for yearly Travel Funds. This information is submitted to graduateawards@ku.edu.