

**COLLEGE OF ENGINEERING DOCTORAL
STUDENT PROFESSIONAL DEVELOPMENT FUND**

Date_____

A request for travel supplements from the College of Engineering can be made only by a doctoral student within one of the units in the College who is attending national or international conferences and is the presenting author (senior author) of a research paper. Follow procedures on reverse side of this form.

Name_____ Department_____

Conference_____

Location of Conference_____

Dates of Conference_____

Total estimated costs for attending conference

	\$ _____	Other Travel	\$ _____
Food & Lodging	\$ _____		
Registration fee	\$ _____	Total Costs	\$ _____

List date(s) of any other College-assisted travel_____

Statement of justification _____

Student Traveler Signature _____

<u>Approved Funds</u>	<u>Amount</u>	<u>Approved Signature</u>
School/Department	\$ _____	_____

***Note: The College of Engineering normally will match the smaller of the two contributions from either the School or the Graduate Student Government.**

DOCTORAL STUDENT TRAVEL COLLEGE OF ENGINEERING

1. Student first requests travel support from within the School (unit). If provided, student contacts the travel coordinator for the school to complete a Request for Authority to Travel.
2. Student requests travel support from the Graduate Student Senate, INCLUDING completion of the COE Doctoral Student Professional Development form (on reverse side).
3. On the COE Doctoral Student Professional Development form (reverse), the Graduate Student Senate indicates whether the student is a qualified doctoral student in the College of Engineering and the amount of support, if any, being provided by the Graduate Student Senate.
4. Graduate Student Senate notifies the student and the major school's travel coordinator of the amount awarded, if any, and the account number to use.
5. The Graduate Student Senate forwards the form to COE DSPD account manager. If eligible, the COE DSPD account manager will notify the School Chair, School travel coordinator, and Graduate Student Senate of the amount awarded, if any, and the account number to use.
6. The major school's travel coordinator updates the Request for Authority to Travel, including the COE DSPD account number and amount, and forwards the request to the Graduate Student Senate for approval and forwarding to Accounts Payable for encumbering funds under the various accounts.
7. The student, after returning to campus from travel, completes a Travel Expense Statement and submits the statement, together with necessary receipts, to the major school's travel coordinator. The travel coordinator distributes the charges between the various accounts, first using the full amount of funds provided by the school, and splitting the remainder, if any, equally between the Graduate Student Senate account and the COE DSPD account.
8. The major school travel coordinator forwards the **original** Travel Expense Statement to the Graduate Student Senate for approval. Afterwards, the Graduate Student Senate approves the Travel Expense Statement and forwards to the COE DSPD account manager for further approval. Finally, the COE DSPD account manager forwards it to the Accounts Payable office.