

GSO Application Checklists

note: applications for travel without duties, or for thesis/dissertation paper will only be considered at the second meeting of the semester, after all other travel and research applications have been voted on

To apply for travel with or w/out duties (up to \$400 with academic duties, \$100 w/out)

1. GSO Application for financial support—signed by your department head or graduate coordinator
2. *Request for Official Travel—you can find these in your department's main office
 - Completely fill out sections I & II (refer to State Guidelines book in departmental office for maximum dollar amounts). Fill out all personal info in section III, and make sure that your form is signed by dept. head or graduate coordinator, AND (if you are travelling *out of state but within the US*) the dean of your college
3. A letter from you to the GSO—stating why you are applying for funding
4. A letter of recommendation from your advisor/graduate professor
 - Addressed to the GSO. On official university letterhead!
 - Expressing support for your application AND stating why the GSO should provide funding for your travel.
5. Letter of acceptance from the organizers of the conference—All they are looking for is something that proves that you will be at the conference and whether or not you have academic duties. Printouts of conference registration payment or workshop schedule (with your name and presentation title highlighted) work well.
6. Submit 1-5 to your GSO rep for their signature at least a week before the date of the meeting. Attend the meeting or send a proxy! GSO rep cannot be your proxy. The GSO president must be informed that you will be using a proxy no less than 24 hours before the meeting. If you do not follow these guidelines, your application may be held until the following meeting (or semester).

There are other requirements for funding for travel regarding special situations. In addition to all of the above:

- For international travel: you must submit a letter (addressed to *the university president*) requesting permission to travel out of the country, you must also have his signature on your travel request form
- If you are driving your own car more than 99 miles and want to be reimbursed for mileage: you will need to pass the university driver's safety course AND need to submit a letter (addressed to *the Vice President of Administrative Services*) requesting permission to drive more than 99 miles with academic duties.
- If you will be renting a car on university funds: you must pass the university driver's safety course AND submit a letter (addressed to the university president) justifying rental

*when you return from your trip, complete and submit the Travel Expense Account (a separate form in dept. office) by the end of the semester or you may not be reimbursed for travel expenses!

To apply for research funding (including travel for field research) (\$160) or thesis/dissertation costs (\$100):

1. GSO Application for financial support—signed by dept. head or graduation coordinator
2. A letter from you to the GSO—stating why you are applying for funding
3. Itemized list of purchases
4. A letter of recommendation from your advisor/graduate professor
 - Addressed to the GSO. On official university letterhead!
 - Expressing support for your application AND stating why the GSO should provide funding.

Other:

If purchasing through the business office, fill out purchase requisition or direct charge form and get a quote from the vendor.

If purchasing books/tapes/etc. you will be required to provide proof that the UL Library does not have a copy of these materials.