



OLD DOMINION UNIVERSITY

Darden College of Education and Professional Studies

Instructions for Completing the Dean's Office Graduate Travel Fund

Dear Colleagues,

To meet criteria for the Dean's Office Graduate Travel Fund, the student must be an enrolled graduate student (full or part-time). The maximum amount awarded from the dean's office is \$350. A statement of support from the department chair indicating department funds is required. Departments are encouraged to match the amount awarded from the dean's office. Awards are limited to one per year. No more than three awards may be given to a single student.

Students are required to submit the following documentation using the ODU Dean's Graduate Student Travel Request form.

1. Proof of the acceptance of the paper from the conference. Provide acceptance letter from professional organization that includes the student's name as a presenter or co-presenter, author, or co-author.
2. Description or abstract of the paper.
3. Relevance of the conference to the program of study or future research
4. A recommendation from an advisor or GPD
5. Signature of department chair indicating the financial commitment provided to this student.

Student travel has limitations as to the definitions of a reimbursable expense. The reimbursement is limited to conference registration, lodging, and travel to and from the conference. Reimbursement cannot be granted for car rental or shuttles, meals, baggage fees, or other incidentals.

If a student incurs expenses that have been paid by the Dean's Office and the student decides not to attend the conference, then the money must be repaid to the university.

DUE DATES: Fall Travel: September 1
 Spring Travel: January 15
 Summer Travel: May 15

OFFICE OF THE DEAN

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