



multiple departments, the award will be forfeited and any expenses prepaid by the university must be reimbursed by the student to the university. If funds are not reimbursed within 30 days of notice, a hold will be placed on the student's account.

## Award/Expenses

- Award covers up to \$500 of the following expenses ONLY:
  - Conference registration fee
  - Hotel
  - Round-trip transportation to the city of conference (plane, train, ECONOMY rental car, personal car)
  - Hotel parking
- Following expenses are not covered:
  - Food
  - Shuttles or rental cars within the city of the conference
  - Optional insurances and refuel charges for rental car
  - Other incidentals
- Conference registration fee and fares (not hotel) can be prepaid directly to the vendors by the University prior to travel or can be reimbursed to the student following the conference.
- The amount awarded up to \$500 will depend, in part, on the number of applications received, the budget available and on the priority given the application by the selection committee.

## Selection Process

- Applications will be reviewed and scored by a selected committee comprising members from the following:
  - Student Engagement and Enrollment Services
  - Student Government Association
- Please call if you have not been notified within two weeks of submitting your application.

## Submission Requirements

- Application and supporting documents must be submitted electronically as e-mail attachments. (Do not include documents inside email message.) Hard copies will not be accepted.
- **LATE APPLICATIONS WILL BE DENIED WITHOUT EXCEPTION and WILL NOT BE REVIEWED.** Applications are due minimally 30 days prior to the conference, but students are encouraged to apply earlier when possible as funds deplete quickly.
- **INCOMPLETE SUBMISSIONS WILL BE DENIED WITHOUT EXCEPTION, WILL NOT BE REVIEWED AND CANNOT BE RESUBMITTED.** Follow the Student Checklist to ensure completion of your submission.



# Old Dominion University

## Graduate Student Travel Award

### Student Checklist

Read Guidelines

Complete application form in AdobeReader X. Applications completed in other programs will be corrupted during transmission. Application is designed to allow you to return to complete.

Prepare Vita/Resume (***Attach to e-mail with application.***)

Obtain proof of invitation if presenting or performing (***Attach to e-mail with application.***)

Obtain IRB Approval if applicable. (***Attach to email with application.***)

**Within one (1) week of receiving approval**, schedule an appointment with Debbie Woodell to review financial instructions. This can be done by ZOOM or phone.

- Within one (1) week of returning from conference**, submit the following by email attachment to Debbie Woodell:
  - Summary Report:** One-page, single-spaced report identifying and describing 3 points learned at the conference.
  - Receipts** for which you will be reimbursed up to \$500 to include:
    - Flight/train/rental car receipt that includes itinerary and payment information
    - Gas receipts for rental car used for roundtrip transportation to city of conference
    - All **original** boarding passes; if using electronic passes, email a screen shot.
    - Conference registration fee receipt
    - Hotel receipt (Include names of others sharing hotel room if applicable.)
    - If driving your personal car, you will be reimbursed based on a mileage rate that covers gas and wear and tear on your car. If another person rides with you and shares the gas expense, you will be expected to reimburse the rider for their contribution.
    - If receipts do not reflect required information, you may be asked to submit your credit card statement that reflects the charge.
    - Type of and last 4 digits of credit cards used for payments if not indicated on receipts.

2021-2022  
Old Dominion University

**Graduate Student Travel Award  
Application**

**APPLY EARLY AS FUNDS DEplete QUICKLY!**

***Deadline: Minimum of 30 Days Prior to Travel***

*Late and Incomplete Applications Will be Denied with No Exception and Cannot be Resubmitted!*

**Name:** Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

**Local Address:** \_\_\_\_\_  
Street City State Zip

**ODU E-Mail:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Local Phone:** \_\_\_\_\_

**UIN:** \_\_\_\_\_

**Credit Hours Currently Enrolled:** \_\_\_\_\_

**Credit Hours Enrolled Semester of Travel:** \_\_\_\_\_

**Expected Date of Graduation:** \_\_\_\_\_ **Current GPA:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Dept:** \_\_\_\_\_

**College:** \_\_\_\_\_

**Degree Level:**

- Master's  
 Specialist  
 Doctoral

**Advisor:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

**Advisor Email:** \_\_\_\_\_

Name of Conference (**no acronyms**): \_\_\_\_\_

Location of Conference (city/state): \_\_\_\_\_

Conference Website: \_\_\_\_\_

Sponsored by (professional organization—**no acronyms**):

\_\_\_\_\_

Dates of Conference: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Type of Conference:

International

National

Regional

State

Local

Other (please specify): \_\_\_\_\_

Indicate type of activities in which you will engage:

Panel Presentation

Paper Presentation

Poster Presentation

Artistic Performance

Artistic Demonstration

Other (Please specify): \_\_\_\_\_

Attending Only

Title of presentation/performance/demonstration:

\_\_\_\_\_

Does your project involve human subjects, animals, or bio-safety hazards?

Yes (**If checked yes, approved IRB must be submitted with application.**)

No



## Justification Essay

**(Be specific)**

1. Provide a concise description of your presentation/performance/exhibition/conducted research, its relationship to your goals and the value/importance of its application. A copy or portion of the abstract is not acceptable. If attending only, address the relationship of attending the conference to the development and application of your research.

2. What do you hope to accomplish professionally and personally from presenting at or attending this conference?

a. Professionally

b. Personally



b. What do you hope to contribute to your discipline by presenting at or attending this conference?

**SIGNATURE OF AGREEMENT**

By my digital signature in the spaces below, I affirm that I have truthfully completed this application as accurately and completely as possible. I also accept and acknowledge all conditions of the award for which I am applying and acknowledge that I must meet all conditions of eligibility, including required enrollment, in order to receive an award from the Graduate Student Travel Fund. I understand that if I do not attend the conference after vendor payments have been made (barring an emergency out of my control), I will be held responsible for reimbursing the University for the prepaid amounts. If payment has not been made within 30 days of cancelling attendance, a hold will be placed on my account until payment is made.

**Digital Signature of Applicant** – Complete the following information twice.

Name: \_\_\_\_\_ UIN: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ UIN: \_\_\_\_\_ Date: \_\_\_\_\_

***LATE OR INCOMPLETE APPLICATIONS WILL BE DENIED WITH NO EXCEPTION, WILL NOT BE REVIEWED AND CANNOT BE RESUBMITTED!***

**Old Dominion University**  
**Graduate Student Travel Award**

**Student Responsibilities & Expected Conduct**

I have read the guidelines for and understand the requirements associated with requesting and receiving the Graduate Student Travel Award and will follow all departmental and university policies and procedures regarding travel. I understand my award can be forfeited under the following conditions and that I can be held financially responsible for the award.

- Not attending the Conference after prepayments have been made to vendors unless lack of attendance is due to an emergency out of my control. If not an emergency and if payment is not made within 30 days of canceling travel plans, a hold will be placed on my account until payment is made.
- Copying another student's Justification Essay and inserting information relative to my application.
- If the University is informed of any violations to ODU's Code of Student Conduct, I understand that I am representing my discipline and Old Dominion University and am expected to behave in a professional manner. As an ODU student, I am bound by the Code of Student Conduct and violations that might subject me to review by the University upon my return. If my behavior during the conference reflects otherwise and the University is contacted, this action will forfeit the award, and I will be responsible for reimbursing any prepaid amounts. If prepaid amounts are not paid with 30 days of decision, a hold will be placed on my account until payment is received.
- If a vendor prepayment (flight or conference fee) expense exceeds the award, I will be responsible for reimbursing the University the balance ***prior to any payment being made.***
- Not submitting my summary report upon return from the conference. I acknowledge that submission of my name and UIN serves as my signature. **I have read the above expectations related to this award and agree to follow them.**

**Failure to comply with any of the above requirements could result in my having to reimburse part or the entire award.**

Dates of Travel: \_\_\_\_\_

Conference Title: \_\_\_\_\_

Professional Organization: \_\_\_\_\_

**Digital Signature of Applicant** – Complete the following information twice.

Name: \_\_\_\_\_ UIN: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ UIN: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit application by email to:**

**Debbie Woodell**  
[SEESTravel@odu.edu](mailto:SEESTravel@odu.edu)

**Division of Student Engagement & Enrollment Services  
2008 Webb Center  
757.683.7120**

**Sponsored by  
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Student Government Association**