Graduate students can apply for travel funds or support from their academic unit, the Herberger Institute, Office of Graduate Education and GPSA* when they have been competitively selected to exhibit, perform, present a paper or give a workshop at an international, national and regional conference, or invited to perform or exhibit at a prestigious regional, national or international venue.

1. STUDENT APPLIES TO PRESENTATION VENUE

2. AT LEAST 2 WEEKS PRIOR TO POSTED DEADLINES, STUDENT SUBMITS APPLICATION THROUGH HER/HIS SCHOOL

   Materials submitted to the main office of the student's school:
   - Student Enrichment Grant Application Form
   - Narrative
   - Letter of Invitation (if available; otherwise indicate “pending acceptance” and the expected timeline for notification)
   - Copy of completed Travel Authorization
   - Lowest airfare estimate printed from your airline/booking agency of choice
   - Graduate Education Travel Award Application (if within grant cycle).

   DO NOT SEND DIRECTLY TO THE OFFICE OF GRADUATE EDUCATION.

   *GPSA Travel Grants follow a separate process from the enrichment grants and should not be submitted with the Student Enrichment Grant Application.

3. REVIEW BY THE UNIT DIRECTOR OR DESIGNEE

4. REVIEW BY THE DEAN'S OFFICE

5. DECISION NOTIFICATION BY THE DEAN’S OFFICE

6. DECISION NOTIFICATION BY GRADUATE EDUCATION

7. STUDENT SUBMITS RECEIPTS

   Upon completion of travel, student submits all receipts to the Business Manager of her/his school.
   - Original, itemized receipts required for all claimed expenses except meals.
   - Reimbursement for meals and lodging (hotels and public accommodations) allowed up to the per diem. No reimbursement allowed for alcohol.

8. STUDENT RECEIVES FUNDING AS REIMBURSEMENT

Important Links:
- Student Enrichment Grant Application
- Graduate Education Travel Award Application
- Travel Authorization for Domestic Travel
- Travel Authorization for International Travel
- Per Diem Rates
- GPSA Travel Grant Information