Travel Award

Three steps are involved in applying for a Graduate Student Association (GSA) Travel Award

1. Submit an application and supporting documents for a GSA Travel Award
2. Apply for travel authorization
3. Request Reimbursement

*Please note you MUST submit your request for funding at least 20 business days BEFORE you travel

**Step 1: Submit application and support documents for the GSA Travel Award**

- To be considered for a GSA Award, complete the steps below. Submit all the documents at one time, at least 20 business days prior to the first day of traveling to the GSA office in Psychology Bld., Room 208 or email to gsa@towson.edu.
  - GSA Application
  - Estimated itemized budget
  - Summary or abstract of research/presentation or scholarly work (if applicable)
  - Brief personal statement detailing how the GSA Award will contribute to graduate studies
  - Brief letter of recommendation from faculty advisor (An email sent directly from the faculty advisor is acceptable)
  - Agenda/brochure/schedule from conference which shows the location and date of event, if applicable (these can usually be found on the conference web page).
- Once you submit all of the required information and documentation, the GSA will review the materials.
- You will be notified via email regarding the status of your award.
- If you do not receive an email response from the GSA within 10 days, please contact the GSA office at gsa@towson.edu or 410-704-3967.

**Questions?** Email the Graduate Student Association at gsa@towson.edu or Robin Walczak at rwalczak@towson.edu.

**Step 2: Apply for Travel Authorization**

- After receiving the award notification from the GSA meet with your program’s departmental Travel Coordinator to receive authorization from your college/program to travel.
- Provide the following information to the travel coordinator:
  - The budget code for the Office of Graduate Studies (91710)
  - The amount which you have been awarded from the GSA for the “travel funding source” section of the Travel Authorization Form
  - Documentation, such as an agenda, brochure, or a copy of an email, confirming your participation (i.e. poster/paper acceptance/presentation) in the event.

- Need help with Tiger Travel? Go to Tiger Travel for more information.
- Traveling INTERNATIONALLY? Please view the International Travel Instructions, also located on the GSA Awards website.

**Step 3: Reimbursement Process Information**
• Award money will be reimbursed for costs, not to exceed the awarded amount, associated with presenting at or attending a conference or for the purchase of supplies related to research for graduate program and/or thesis or dissertation.
  o **Advancement of monies for travel or supplies is not permitted.**
  o Reimbursement can take up to 6 weeks.
    ▪ If you are on University payroll you will receive you refund through direct deposit.
    ▪ If you are not employed by the University, you will receive a check.
    ▪ If you are not U.S. citizen or a permanent resident aliens, the funds will be deposited to your student account.

• **Directions for Travel Award Reimbursement** - Within 5 business days of presenting at or attending an approved scholarly event,
  o Contact your program/departmental Travel Coordinator to complete a Travel Expense Voucher eForm ([instructions](#)).
  o Submit original receipts or documentation for costs associated with travel, (e.g., registration fee, hotel, airfare, taxi, parking, etc.). [Travel and Meal](#) reimbursement information can be found in the included links.
  o Submit an [Authorization Addendum](#) if receiving additional travel funds