

Graduate student travel support policy

The Department has funds available to support graduate student travel. The Department generally provides partial support for graduate student travel in the following situations:

- (1) Students who have substantial matching funds. This may be from the conference or workshop, or from the advisor's grant, or from some other competitive award.
- (2) Students who are invited to speak at a workshop or conference.
- (3) Students who are attending the annual Joint Math Meeting in the year of their graduation and who are conducting a job search.

In general, the student should be qualified and working with an advisor towards their doctoral degree. Exemptions may be made on the advice of the Graduate Program Committee.

In all cases, students and advisors should make every effort to obtain some funding for the trip. In many cases, conferences will provide housing expenses for doctoral students. It is the student's responsibility to make sure deadlines for applications are met.

PROCEDURE:

- (1) Students should complete the 'Student request for travel funds' paper form (available in 713 POT) and submit it to the Department Business Officer at least a month before travel. Students should clearly state if they are speaking at the meeting, what matching funds they have applied for and the status of the funding request, and how much funding they are requesting.
- (2) The Chair will review the request in consultation with the DGS, if necessary.
- (3) The Business Officer will return the paper form to the student with a decision. The student must then open a travel story online at <https://www.as.uky.edu/travel-form>, using their LinkBlue id.
- (4) During travel, the student must keep itemized receipts.
- (5) After travel, the student must complete the 'Student reimbursement for travel' paper form (available in 713 POT) and submit it, together with the receipts, to the Business Officer, in a timely manner.