

CCI Graduate Student Travel Support Policies & Procedures

2020

Graduate Students in the Master's and Doctoral programs in the College of Communication & Information are strongly encouraged to submit their research for presentation at scholarly conferences. Whenever possible, the College will show support by providing funding assistance to students who are presenting their work. Doctoral students have priority, but if enough funds are available, Master's students will also be supported.

Please note that the CCI policies & procedures must follow UT Policy FI0705 (Travel). When FI0705 is updated, this form will be updated to match. Make sure you are following current policy.

What IS Supported

The college will make every attempt to provide support for travel if it meets the following two criteria:

- You are presenting peer-reviewed research that you authored or co-authored.
- The Director of the appropriate School indicates that the conference is a worthwhile scholarly endeavor and is willing to partially fund travel expenses. The appropriate Director is generally from the school that is most closely associated with your concentration area. For example, if your concentration area is Public Relations, go to the Director of Advertising & Public Relations. This person should know you and the conference that you are planning to attend.

In addition, you should work with the school Director and/or Associate Dean to present your research to colleagues at UT either before or after your travel.

What is NOT Supported

The following are all worthy, but they can NOT receive funding assistance from the college at this time:

- Travel to a conference at which you are not presenting research
- Presentations that are not research based (e.g. trade conferences, workshops, etc.)
- Presentations that were not peer reviewed
- Travel to collect data for future research presentations
- Travel to collect data for your dissertation
- The college does not pay for membership fees that are often a part of the cost of registering for conferences

Sources of Funding

Generally, there are three sources of funding. 1) Each School will do its best to provide some funding, but this is often limited. 2) The College will provide funding as long as the annual budget can support requests. 3) The Graduate Student Senate offers some funding. (<https://gss.utk.edu/>) However, the GSS funds are only issued a few times each year and are often limited. Dr. Virginia Kupritz is the College Approver for GSS.

Levels of Funding from the College

The level of funding will be based on the type of conference attended. The amount provided generally will range from \$100.00 to \$500.00. Students attending prestigious conferences outside of the United States may be provided with a higher level of funding. Please note that these are NOT guarantees. The College will never give you money in excess of your actual costs. It is also possible that the budget for travel may be used up before the end of the fiscal year.

Pre-Authorizing Travel

You MUST get your trip authorized before you travel. **If you do not get your trip pre-authorized, you will not be reimbursed for your travel.** If you have an assistantship/associateship, you must have the department that is your "responsible account" (the one that pays for the GTA) complete the travel authorization form. If you are unsure who should process your pre-authorization, check with Margaret Taylor (mtaylor8@utk.edu). **Travel authorization** is a separate process than getting **funding approval**. Make sure to follow all steps below.

Seeking Reimbursement

Save your receipts when you travel. Upon your return, provide receipts to the person with whom you filed your travel pre-authorization. Be prepared to answer any questions about your travel expenses. Generally, the support provided by the School and College will not cover total travel costs. The receipts that are highest in cost will be used first for calculating your reimbursement. Typically, this will be the airfare, hotel room, and conference costs. In most cases you will not be reimbursed for meals.

Instructions

1. Provide personal and conference information on the CCI Graduate Student Travel Support form (on next page.) Also, provide an estimated budget for conference costs.
2. Check the Graduate Senate web site to see if your request falls within award dates for GSS funds. If so, also complete the GSS form. (<https://gss.utk.edu/>)
3. Contact the appropriate School Director to get his/her approval. This is the person who will indicate whether the conference is worthwhile. (It will not hurt for you to check with this person before you submit your paper to the conference, to make sure that you are targeting an appropriate outlet for your research.) The School Director will need to see a copy of your paper acceptance email, which should also be attached to your CCI Graduate Student Travel Support form. Get this person's signatures on both the CCI Graduate Student Travel Support form and, if applicable, the GSS form.
4. **AFTER** you have approval from the School Director, email the signed CCI Graduate Student Travel Support form (and the GSS form if applicable) to Margaret Taylor at mtaylor8@utk.edu. She will process approval from the Associate Dean, and inform you of the results. **After you have signed, approved forms, it is time to pay for registration, airfare, and reserve lodging.**
5. After you have permission to attend the conference, you will need official UT travel authorization. Please provide the following to the person who will assist you with authorization and reimbursement. If the conference is virtual : actual conference dates, the receipt for registration, and the paper acceptance letter. If you will be attending in person : the same information plus all travel details, including a copy of the airfare purchase and itinerary if flying, or estimated dates of travel if driving. Also please provide the website of the conference, and any other useful or requested information.
6. If you are seeking funds from the Graduate Student Senate, follow the instructions on their form. (They will NOT need to see the college form or the travel authorization form). If you are awarded GSS funds, forward that email notification to the person processing your travel.
7. Lodging, airfare, and registrations receipts must have the traveler's name on it. Save all your receipts while you are traveling. Do not throw any out until you have received reimbursement. Also, keep your boarding pass (if traveling by air).
8. Upon your return, work with the person that you identified in step 5 to process the travel reimbursement funds. You will not be able to get your travel reimbursed unless you have done a travel authorization form as described in step 5. If you need help identifying who will process travel for you, please ask Margaret Taylor BEFORE making any arrangements or paying for registration or airfare.

If you have any questions, please ask BEFORE you purchase tickets or register for a conference.

College of Communication & Information
Graduate Student Travel
Approval & Financial Support Form

General Information

Student Name: _____

E-mail: _____ Phone: _____

Title of Research you will present _____

(Attach letter and/or e-mail indicating paper has been accepted at a refereed conference)

Conference Name/Location: _____

Official Conference Dates: _____ Actual Travel Dates: _____

The conference is: _____ Regional _____ National _____ International (conference outside US)

	Budget Estimate	Cost
	Conference Registration	_____
Hotel _____	Nights at _____	_____
	Airline ticket	_____
Automotive travel _____	miles at \$.47 per mile	_____
	Other	_____
	Total	_____

If you are sharing a room or other expenses, please indicate who will split costs with you.

Approval

School Director signs to indicate permission to travel:

School Director Signature

Date

Financial Support

School Director _____
Signature and Date

Amount: _____

Account number: _____

Associate Dean _____
Signature and Date

Amount: _____

Account number: _____