



GSA Travel Award Application Packet

Contents

- Rules and Regulations
- Application Process
- Award Selection Criteria
- GSA Application Form
- Faculty Recommendation Form
- Travel Authorization / Reimbursement Request Form

After your trip, complete the Online Pre-Application process that can be found on the GSO website (<https://www.njit.edu/graduatestudies/gsa-travel-awards/>). If you don't hear back from us within 7 business days during the academic year, it means that you aren't missing any important document and you should submit the original documents in a sealed envelope labeled "GSA Travel Award" to the Graduate Studies Office (DROP BOX labeled GSA TRAVEL AWARDS - by the front desk).

Disclaimers: (1)The final decision will be made after the student has submitted the travel reimbursement form with the original receipts for each item listed in the travel authorization form. (2) Awards require a sufficient balance in GSA's Travel Awards account.



Rules and Regulations

Hereafter the term conference shall refer to any academic-related conference, seminar, lecture, or workshop.

Special Achievement Awards will be granted to graduate students making an oral presentation at off-campus conferences.

General Achievement Awards will be granted to graduate students making a poster and/or oral presentation at off-campus conferences.

Award funds only on conference registration and preparation materials for local conferences within the Newark/NYC metropolitan area. For conferences outside the Newark/New York City metropolitan area, funds may be used for travel, lodging and meal expenses.

Special Achievement Awards have a maximum of \$800.

General Achievement Awards have a maximum of \$500.

All funds shall be granted on a reimbursement basis only.

Reimbursement made on the basis of actual expenses and not on the basis of estimated expenses.

All original receipts must be submitted for reimbursement.

The student must submit proof of attending the conference, including a copy of the registration invoice, Conference Session schedule with the student's name and the title of the paper/presentation explicitly shown, conference badge with the student's name, and any other relevant document deemed relevant

10. If an applicant received another travel award in the current fiscal year (July - June), it should be specified in the application form (page 5).

An applicant may receive at most two awards (including Special Achievement Award and General Achievement Award) per fiscal year (July -June).

All award decisions will be final.



Application Process

Submit the Travel Award documents online using the PRE-APPLICATION. If you don't hear back from us within 7 business days, submit the complete Travel Packet to the Graduate Studies Office (GSO) dropbox by the front desk with the **original** receipts

1. The applicant must submit the conference details, abstract, paper/presentation acceptance letter, recommendation letter from advisor along with the complete Travel Authorization/Reimbursement Request Form signed by the Chair of the department and the research advisor.
2. The completely filled out application form (attached page 5)
3. The completely filled out Faculty Recommendation Form (attached page 6)
4. A completely filled out Travel Authorization/Reimbursement Request Form (attached page 7)
5. A copy of the conference details along with the conference website and a copy of the applicant's paper need to be submitted.
6. If an award for the same travel was received from another department, then submit a copy of that award specifying the amount received along with the total expenses incurred during the travel that counts towards the presentation.
7. Proof that the applicant attended the conference, including a copy of the registration invoice, the Conference Session schedule with the student's name and the title of the paper/presentation and Conference badge with the student's name showing your presentation or any other proof of conference attendance.
8. All original receipts for each item listed in the Travel Authorization Form must clearly show proof of payment (which may include e-ticket/ boarding pass, hotel expenses, food expenses, and conference registration fee). Please, circle or highlight the amount spent (this amount should match the figures in your request form). Original receipts must be taped down to a plain piece of paper.

Please make sure that you keep a hard copy of all the documents you submit to GSO's dropbox, including copies of all receipts. We will not take any responsibility if any of the documents are lost during the process.



Criteria for Evaluation of Academic Achievement

Criteria

1. The level and scope of the conference (International, National, ACS, IEEE, AMIA, etc.) which the applicant has attended
2. The quality and type (oral/poster) of the publications and presentations
3. Research advisor's Recommendation letter



GSA Travel Award Application Form

Please Select: Summer Fall Spring Year _____

Application Date _____ Student ID _____

First Name _____ Last Name _____ Middle Initial _____

Mailing Address _____

City _____ State _____ Zip Code _____

Day Phone _____ Evening Phone _____

Preferred E-mail ID _____ Your Department _____

Advisor's Name _____ Advisor's Phone _____

Your Primary Research Area _____

Your Secondary Research Area _____

Have you won any GSA Travel Award in this Academic Year (Sep - Aug)? _____

If yes, which one? Special Achievement Award General Achievement Award

Have you been funded for this particular travel through any other department? _____

If yes, Department name _____ Amount Received _____

Conference Information

Name of Conference _____

Location _____

Date(s) (Month Date(s), Year) _____

Conference Website _____

Presentation type (Choose one) Oral Poster Other (Please describe) _____



GSA Travel Award Faculty Recommendation Form

Note: Please complete the form entirely and hand it to the student for submission in a sealed envelope. This form will be kept confidential.

Student Name _____ Department _____

Faculty Member Name _____ Department _____

Faculty Email ID _____ Phone Number _____

GRADING SECTION

Instructions for Recommendations: For each category enter 0-4 based on your perception of the student in each of the following four areas (4 – Excellent, 3 – Good, 2 – Fair, 1 – Poor, 0 – Not Enough Info)

Are you a research advisor of the student? (Yes / No) _____

Is this conference paper/poster peer reviewed? (Yes / No) _____

Have you read this paper/poster? (Yes / No) _____

Quality of Work to be Presented _____

Student's Presentation Ability _____

Student's Research Abilities _____

Student's General Knowledge of the Field _____

Overall Quality of the Student's Conference _____

Is the Applicant Giving an Oral Presentation _____

Please write any comments regarding the student (required)

Faculty Member's _____

Signature

_____ Date

TRAVEL AUTHORIZATION / REIMBURSEMENT REQUEST FORM

I. TRAVELER DATA:

Name _____
 Home Address _____

Department _____
 Telephone Extension _____

II. TRIP DATA:

Dates _____ Location/Destination _____
 Purpose of Travel _____

EXPENSE DATA:

III. Travel Authorization

IV. REIMBURSEMENT AMOUNTS

Estimate	Expense Type/Date														Total
\$	Conference/Fees														\$
\$	Air/Train														\$
\$	Rental Vehicle														\$
\$	Hotel (Lodging only)														\$
\$	Meals*														\$
\$	Detail Sheet**														\$

\$	Grand Totals	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
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Proposed Accounts:
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 Travel Authorization
 Traveler _____ Date _____
 Supervisor _____ Date _____

* Attach receipts if daily total exceeds \$60
 ** Attach detail sheet for mileage. Include receipts if total for taxis, parking and tolls exceed \$25

Prior Payments _____
 Account Distributions _____

Account: _____ \$ _____
 Account: _____ \$ _____
 Account: _____ \$ _____
 Account: _____ \$ _____

Reimbursement Authorization
 I certify that the expenses listed above were actually incurred and were necessary to fulfill the mission of the university.

Traveler _____ Date _____ Chair (All Travel) _____ Date _____ Dean (\$1,501-\$3,500) _____ Date _____
 Provost/VP (\$3,501-\$10,000) _____ Date _____ President (\$10,001+) _____ Date _____ Budget Controller (All Travel) _____ Date _____

Disposition of Check: _____ Mail to Above Hold for Pickup