GRADUATE STUDENT TRAVEL POLICY

Industrial Engineering has funds from the University’s Graduate School to support graduate student travel for paper presentations at conferences. Graduate School monies are primarily for airline tickets. Limited support may be available from IE for lodging, food, registration, etc.

Following are the criteria:

1. To be eligible, students should have a full paper accepted. Serving as a panelist is not usually enough to qualify. If you are presenting an invited paper as part of a panel, please supply written information about the rigor of the selection process.

2. Following the guidelines established by the Graduate School (which controls the funds) priority will be given to:
   - Ph.D. students;
   - M.S. students in the second year;
   - students who are the sole authors of a paper;
   - students presenting papers at national meetings rather than regional ones;
   - students whose papers were selected through a rigorous process (e.g., selection based on a full paper rather than an abstract; papers selected competitively);
   - students without prior travel support during the academic year;
   - students meeting requirements for satisfactory progress toward degree (i.e., complying with rules for timely appointment of adviser and supervisory committee, filing program of study, scheduling general exams and other expectations as spelled out in IE materials).

If more than one student is requesting funds to present a jointly written paper, please submit your requests together.

PROCEDURE FOR REQUESTING TRAVEL MONEY

Gather the following materials in a packet to support your travel request:

1. A Travel Request Form. You can get a copy of the form from Deborah in MEB G6A. Fill out this form as completely as possible and attach a conference brochure if available.

2. A brief note from you to the Director explaining where you wish to travel. Please describe the group that accepted the paper and how the paper was selected (refereed, invited, or another selection process). In addition, please state the last time you received travel funds from the department.

3. A copy of the paper’s abstract.
4. A copy of the letter accepting your paper for presentation.

5. A budget outline of all the costs expected for the trip.

6. A short note of support from a faculty member. The faculty member should be your adviser or the instructor for the course in which the paper was written.

Submit the completed packet to Deborah.

Within a few days you will be notified whether your travel request has been approved and, if so, for how much. If approved, you will need to work with Deborah to secure your airline reservations. Be prepared to respond to e-mail or phone inquiries in a timely manner to find the lowest fares.

DO NOT PAY FOR AIRLINE RESERVATIONS WITH PRIVATE FUNDS, AS IT IS AGAINST STATE LAW TO REIMBURSE AIRFARE PAID FOR WITH PRIVATE FUNDS.