

## Graduate Student Travel Assistance Form

This form is for Montana Tech graduate students seeking financial assistance for academic or professional travel when departmental funding is unavailable. Travel Assistance can cover: plane ticket, official registrations, some accommodations and per diem meals. All requests are subject to approval. To be considered, applicants must submit this form and all required materials to the Graduate School at least **six (6) weeks** before the conference travel start date via [gradschool@mtech.edu](mailto:gradschool@mtech.edu). If approved, travel expenses will be reimbursed after the travel. Students should use their department's pro-card for purchases, which will then be reimbursed accordingly by the graduate school. After official approval, all supporting documents are to be sent by the graduate school to the Research office for the final reimbursement process. Reimbursement processing time can vary.

### **Travel Funding Selection Criteria and Eligibility Checklist:**

1. **To be completed before travel has taken place:**
  - a) **Travel Authorization Form – Please complete with your advisor or department head**
    - i) <https://intranet.mtech.edu/admin/travel-authorization.xlsx>
  - b) **Advisor Nomination and Recommendation (5 points)**
    - i) Advisors must confirm whether they lack sufficient funds to support the student’s travel via email or attached to this form.
    - ii) The recommendation should highlight key benefits of conference attendance for the student’s academic and professional growth.
  - c) **Personal/Professional Statement (10 points)**
    - i) A letter outlining the student’s qualifications and motivation for attending the conference.
    - ii) Clearly stated goals for conference participation, such as attending professional presentations, networking with industry leaders and journal editors, and exploring collaborative opportunities.
    - iii) Justification for financial assistance.
  - d) **Research and Thesis Progress (7 points)**
    - i) Submission of a research abstract or a detailed proposal for review, regardless of acceptance status.
    - ii) Summary of research milestones and key findings.
    - iii) Indication of presentation format (oral, poster, or both).
  - e) **Student Standing and Professional Engagement (8 points)**
    - i) Membership in professional associations (if applicable).
    - ii) Enrollment status: PhD or master’s student in at least their second year.
2. **To be completed after travel has taken place**
  - a. **Receipts - Please keep all receipts for relative expenses as these will need to be provided for reimbursement.**
  - b. **Travel expense Form – Please complete with your advisor or department head**
    - i. <https://intranet.mtech.edu/admin/travel-expense.xlsx> (submit after travel has been completed)

<b>STUDENT NAME (PRINT)</b>	<b>DATE</b>
<b>GRADUATE STUDENT ADVISORY PRESIDENT/ TRAVEL CHAIR SIGNATURE</b>	<b>DATE</b>
<b>Highly Recommend</b>	<b>Recommend (if funding available)</b>
<b>GRADUATE SCHOOL DIRECTOR SIGNATURE</b>	<b>Do not recommend</b>
	<b>APPROVE</b>
	<b>YES      NO</b>
<b>Graduate School Index to be charged for reimbursement</b>	<b>Index: BI6180</b>

**NOTES:**