PART 1. ELIGIBILITY FOR AWARDS

A. GENERAL ELIGIBILITY
1. Applicant must be a fee-paying graduate or professional student in good standing.
2. Applicant must be enrolled during the semester corresponding to the travel (see Part 3B).
3. Applicant must not have received a GPSF Travel Award in the past two years.
4. GPSF Travel Awards are intended for students without other travel funding for said trip.
   a. Applicant must certify that he or she will not use GPSF Travel Award in conjunction with another funding source for the same trip.
   b. If applicant later becomes eligible for other travel funding for the same trip, he or she must decline the GPSF Travel Award or decline the other funding.
   c. GPSF Travel Awards are not transferable to another trip or another individual.

B. CONFERENCE TRAVEL
1. If the applicant is traveling to a conference or meeting to present original research (poster, paper, etc.), serve on a panel, as a session chair, or as a discussant, the applicant is eligible for a maximum award of $400 when traveling domestically.
2. If the applicant is traveling to a conference for some other reason, the domestic maximum award amount is $400. To receive such an award, the applicant must demonstrate specific benefits from the travel that could not be achieved without traveling.

C. RESEARCH TRAVEL
If the applicant is traveling to another institution or location to conduct original research, the domestic maximum award amount is $400. In this case, the applicant must demonstrate specific benefits that could not be achieved at UNC.

D. GROUP TRAVEL
Groups of students traveling to the same conference or institution may apply together via a single application. Every student in the group must meet the eligibility requirement. The domestic maximum award amount is $300 per group member.

E. INTERNATIONAL DIFFERENTIAL
If the applicant is traveling outside the continental US, the Committee may award an additional amount up to 50% of the domestic maximum award (e.g., $200 for individual travel). To receive this differential, the applicant must demonstrate
specific benefits from the travel that could not be achieved by traveling to a similar
conference or institution within the continental US.

PART 2. DECISION CRITERIA
GPSF Travel Awards are competitive. The Committee may use criteria including but not limited
to:
1. Whether the applicant is eligible to receive an award (enrolled, fee-paying, etc),
2. Whether the applicant’s department or school has a GPSF Senator in good standing,
3. Personal impact (how the trip will benefit the student).
4. Professional impact (how the trip will benefit the student’s field).
5. The student’s communication skills.
The Committee is responsible for interpreting the above criteria in making decisions.

PART 3. APPLICATION AND TIMELINE

A. APPLICATION MATERIALS
Applicants must submit the following material:
1. Contact information
2. Department or School
3. Degree pursued
4. Name and e-mail address of a faculty reference (advisor or other sponsor)
5. Type of travel
6. Dates of travel
7. Conference title and web site (if applicable)
8. Presentation title (if applicable)
9. Statement of Purpose
   The Committee may determine the information required in the Statement of Purpose.

B. TIMELINE
Applicants must be enrolled in the appropriate semester and submit their applications by the date indicated below:

<table>
<thead>
<tr>
<th>If travel occurs</th>
<th>Must be enrolled</th>
<th>Apply by</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1—September 31</td>
<td>Fall</td>
<td>September 1</td>
</tr>
<tr>
<td>October 1—December 31</td>
<td>Fall</td>
<td>November 1</td>
</tr>
<tr>
<td>January 1—March 31</td>
<td>Spring</td>
<td>February 1</td>
</tr>
<tr>
<td>April 1—June 30</td>
<td>Spring</td>
<td>March 15</td>
</tr>
</tbody>
</table>

Applicants will be notified of their status within 40 days of the application due date.
PART 4. SENATE PROCESS
The Committee shall recommend decisions for each application no later than 35 days following
the application deadline.
The Committee Chairperson shall present the proposed Travel Awards to the Senate in the form
of a Bill. A majority vote of the Senate shall be required to pass the Travel Awards.

PART 5. REIMBURSEMENT REQUESTS
Awardees must submit the following within 30 days following the conclusion of travel or
notification of award, whichever is later:
1. Copy of conference proceeding or letter of acceptance, demonstrating that the awardee
meets the criteria in Part 1.
2. A report (maximum 1 page) of the awardee’s conference or research experience.
3. Itemized receipts for all expenses for which the awardee is requesting reimbursement.
   Non-itemized credit card receipts are not eligible for reimbursement.
4. Any other information required by the Treasurer to process the request.
The Treasurer will issue reimbursement upon verifying that the expenses comply with GPSF
Treasury Laws and are legitimate travel-related expenses. Except where such expenses are
prohibited by the GPSF Treasury Laws, travel-related expenses are those that would be deemed
reimbursable according to the UNC Finance Department’s Policies and Procedures manual if the
traveler were travelling on University business. Any expense that is prohibited by the GPSF
Treasury Laws will be denied reimbursement.