Title VIII.
Travel Awards Regulations
Chapter 1. Eligibility for Travel Awards

Article I. General Eligibility and Qualifications

§100. Qualifications for Travel Awards Candidates

A. An applicant must be a fee-paying graduate or professional student in good standing.

B. An applicant must be enrolled during the semester corresponding to the travel.

§101. Eligibility for Travel Awards Candidates

A. Previous Receipt of Awards

1. An applicant must not have received a GPSF Travel Award (individual or group) in the past two years.

2. The two years of ineligibility shall be calculated as the eight cycles following the cycle in which the applicant received their last award.

3. An applicant shall become eligible for an award again in the ninth cycle after the receipt of an award, as demonstrated by the table below (for cycles, see Part 3, Section B):

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<tr>
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<th>SP2</th>
<th>FA1</th>
<th>FA2</th>
<th>SP1</th>
<th>SP2</th>
<th>FA1</th>
<th>FA2</th>
<th>SP1</th>
<th>SP2</th>
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<tbody>
<tr>
<td>AWARD</td>
<td>INELG.</td>
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<td>ELIGIBLE</td>
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B. Combination of Awards

1. The applicant must certify that they will not use GPSF Travel Award in conjunction with another funding source for the same trip, unless they apply for and are granted a Top-up Differential.

2. If the applicant later becomes eligible for other travel funding for the same trip, they must decline the GPSF Travel Award or decline the other funding.

§102. Transferability of Awards

GPSF Travel Awards are not transferable to another trip or another individual.

§103. Disqualification for Honor Code Violations
A. All applicants are bound the UNC Honor Code.

B. Violations of the Honor Code during the application process shall be grounds for the disqualification of an application.

**Article II. Travel Covered by Travel Awards**

§110. *Conference Travel.*

A. An applicant may be awarded a GPSF Travel Award for travel to a Conference, Meeting, or similar academic gathering.

B. “Conference Travel” includes:

1. Traveling to a conference or meeting to present original research (poster, paper, etc.) or to serve as a member on a panel, as a session chair, or as a discussant or

2. Traveling to a conference for some other reason not covered above (e.g., job interviews, attendance). To receive such an award, the applicant belonging to this category of conference travel must...

   a. Demonstrate specific benefits the applicant will receive from their travel that could not be achieved without traveling and

   b. Demonstrate how their participation in the conference or meeting might be merited above an applicant falling under the first category of conference travel.

C. The maximum individual domestic award amount for Conference Travel is $400.

§111. *Research Travel.*

A. An applicant may be awarded a GPSF Travel Award for research travel.

B. “Research Travel” is defined as traveling to conduct original research, usually at another institution or location.

C. The maximum individual domestic award amount for Research Travel is $400.

D. When applying for an award for Research Travel, an applicant must...

   1. Demonstrate specific benefits from their travel that could not be achieved at UNC,
2. Demonstrate preparation to conduct the research, which may include information such as a preliminary research plan and initial contacts, and

3. Provide a preliminary projected budget for the proposed research travel, if requested by the Committee.

§112. *Professional Development Travel.*

A. An applicant may be awarded a GPSF Travel Award for professional development travel.

B. “Professional Development Travel” is defined as traveling to conduct participate in information sessions or workshops, usually at another institution or location.

C. The maximum individual domestic award amount for Professional Development Travel is $400.

D. When applying for an award for Research Travel, an applicant must...

   1. Demonstrate specific benefits from their travel to information sessions or workshops which give them industry knowledge that could not be achieved at UNC,

   2. Demonstrate specific benefits that influence their intellectual and professional development, including exposure to new techniques in the field, as well as acquiring and/or practicing skills, strategies, and/or techniques necessary for a successful career in the field,

   3. Demonstrate, where possible, if an established academic/professional will offer mentorship and whether that mentorship would be unlikely to occur within the confines of their department or school, and

   4. Demonstrate specific benefits from their travel include trips or tours of established institutions in the field and/or introductions/interactions with leaders of those institutions.

Article III. Factors Affecting Travel Awards Amounts

§120. *Group Travel*

A. Applicants to GPSF Travel Awards for Conference or Research Travel may also apply as a Group.

B. A Group is defined as applicants traveling to the same conference or institution.
1. Each member of the group must meet the eligibility requirements in Title VIII, Chapter 1, Article I, §100–101.

2. A group may only submit a single application.

3. The application must demonstrate how the group travel benefits each member of the group.

C. The maximum domestic award amount for Group Travel is $300 per group member.

§121. Top-up Differential

A. If an applicant is receiving an award from a source outside The GPSF and that award does not equal the maximum award provided by The GPSF for domestic or international travel and is less than 50% of the maximum amount permitted by The GPSF code, the Committee may elect to award a Top-up Differential.

B. In providing a Top-up Differential, the Committee may elect to provide the following types of Top-ups:

1. Full Top-up: an award in which the combined GPSF award and outside award would equal the maximum award allowable by The GPSF Code

2. Partial Top-up: an award that provides the Applicant with additional moneys additional to those awarded by an outside source but does not provide a Full Top-up

C. An Applicant receiving a Top-up Differential may not accept an amount that would make their total combined award exceed The GPSF maximum.
Chapter 2. Selection of Awardees

Article I. Selection Criteria

§200. Establishment of the Criteria

GPSF Travel Awards are competitive, and awardees are decided by the Committee based on rules and guidelines set by the Committee and approved by the Senate by a majority vote (50%+1) of those present and voting at a duly called meeting of the Senate.

§201. The Criteria

The Committee may use criteria in the selection of awardees including, but not limited to, the following:

A. For all applicants,

1. Whether the applicant is eligible to receive an award (as described under Part 1, Section A),

2. Personal impact (how the trip will benefit the applicant),

3. Professional impact (how the trip will benefit the applicant’s field), and

4. The applicant’s communication skills;

B. For specific types of applications, the Committee may use any additional criteria required under Part 1, Sections B through E, or those mentioned below:

1. For applicants to Conference Travel Awards (Part 1, Section B), University impact (how the trip will benefit UNC or the applicant’s community, lab, etc. at the University);

2. For applicants to Research Travel Awards (Part 1, Section C),

   a. Methodology / Intentionality (how the applicant has prepared for research) and/or

   b. A budget;

C. And, in cases where all things are equal between applicants, the Committee may use whether the applicants’ departments, programs, or schools have a GPSF Senator in good standing to break the tie.

§202. Non-Discrimination
A. GPSF does not discriminate on the basis of age, sex, race, color, national origin, religion, disability, sexual orientation, gender identity, gender expression, genetic information, or veteran status.

B. Selection of awardees for GPSF Travel Awards will not be based on any of these criteria.

Article II. The Selection Process

§210. The Committee’s Role in the Selection Process

A. The Committee is responsible for interpreting the above criteria in selecting award recipients.

B. The Committee may award amounts less than the maximum stated in Title VIII, Chapter 1.

C. The Committee may designate a wait list beyond those applicants recommended for funding for each application period.
Chapter 3. Application and Timeline

Article I. Application

§300. Application Materials

A. An application for the GPSF Travel Awards will be made available online through the GPSF website and the GPSF Newsletter.

B. The application will request at least the following information from applicants:

1. Name of applicant
2. UNC Personal Identification Number
3. Contact information
4. Department or School
5. Degree pursued
6. Name and e-mail address of a faculty reference (advisor or other sponsor)
7. Type of travel (domestic or international)
8. Nature of travel (group or individual)
9. Name and contact information of group participants (if applicable)
10. Dates of travel
11. City and country of travel
12. Conference Information (if applicable), including
   a. Conference title and web site
   b. Manner of participation
   c. Presentation title (if applicable)
   d. If the presentation has multiple authors and their names (if applicable)
13. Research Information (if applicable), including
   a. Working project title
   b. Budget
   c. Other details not specified elsewhere in the application
14. Statement of Purpose

C. The Committee may determine the information required in the Statement of Purpose.

Article II. Timeline

§310. Opening of Applications

The Application system for an Award Cycle will open at least 30 days prior to its announced deadline.

§311. Travel Awards Cycles
B. The Awards Cycles and their deadlines as follows:

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<thead>
<tr>
<th>Travel Cycle</th>
<th>If travel occurs between...</th>
<th>Apply by...</th>
<th>Must be enrolled in...</th>
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<tbody>
<tr>
<td>Fall Cycle 1</td>
<td>July 1 – September 30</td>
<td>September 1</td>
<td>Fall</td>
</tr>
<tr>
<td>Fall Cycle 2</td>
<td>October 1 – December 31</td>
<td>November 1</td>
<td>Fall</td>
</tr>
<tr>
<td>Spring Cycle 1</td>
<td>January 1 – March 31</td>
<td>February 1</td>
<td>Spring</td>
</tr>
<tr>
<td>Spring Cycle 2</td>
<td>April 1 – June 30</td>
<td>March 15</td>
<td>Spring</td>
</tr>
</tbody>
</table>

C. To be eligible for an award, an applicant must be enrolled in the appropriate semester indicated above.

D. The Committee may not set an application deadline earlier than the dates designated above.

E. If the application deadline falls on a weekend or university holiday, the Committee may move the application deadline to the first available workday after the weekend or holiday.

1. All application dates should be set in the final Committee Meeting of the previous fiscal year.

2. All application dates should be made available via the GPSF Travel Awards website and GPSF Newsletter.

§312. Notification of Selection

All applicants will be notified of their status within 40 days of the application due date.
Chapter 4. The Senate and Travel Awards

Article I. Senate Process

§400. Submission to the Senate

A. The Committee shall recommend award decisions to the Senate no later than 35 days following the application deadline.

B. The Committee Chairperson shall present the proposed awards decision to the Senate in the form of a bill, which shall include at least the following:

1. The names and departments of the recommended awardees,

2. The recommended award amounts,

3. The type and nature of the awards (domestic or international; individual or group), and

4. The current status of the budget, including the original amount approved for Travel Awards by the Senate for the fiscal year, the recommended amount of expenditure in the current bill, the total amount awarded so far for the fiscal year, and the remaining budget for the fiscal year.

§401. Passage of Travel Awards Bills

A majority vote (50%+1) of those present and voting at a duly called meeting of the Senate shall be required to pass the recommended Travel Awards decision.
Chapter 5. Award Recipient Procedure & Requirements

Article I. Reimbursement Requests

§500. Required Documentation

A. Awardees must submit the following within 30 days following the conclusion of travel or notification of award, whichever is later:

1. Proof of participation, either
   a. A copy of conference proceedings or a letter of acceptance, or
   b. A signed letter from the awardee’s research advisor or supervisor confirming the details of their travel;

2. A report (maximum 1 page) of the awardee’s conference or research experience;

3. A Travel Awards Expense Report (collected in a format determined by the GPSF Comptroller);

4. Receipts for all expenses for which the awardee is requesting reimbursement, where receipts are physical copies and itemized;
   a. Photocopies or scans of receipts will not be accepted unless the only version provided to you was digital, such as an email for the purchase of airfare.
   b. Non-itemized credit card receipts are not eligible for reimbursement.

5. And any other information required by the GPSF Comptroller or the appropriate University financial office to process the request.

B. Applicants placed on a wait list must retain all appropriate forms of documentation through the end of the fiscal year (June 30) in case funds become available to provide them with an award.

C. The GPSF is not responsible if an applicant disposes of appropriate documentation before they are notified of receipt of award or before funds become available for those on the wait list.

§501. Reimbursement
A. The GPSF Comptroller will issue reimbursement upon verifying that the expenses comply with GPSF Travel Law and are legitimate travel-related expenses.

B. Besides any restrictions established by this Title, Travel Awards funds cannot be used to cover travel expenses which are excluded from reimbursement according to the UNC Finance Department’s Policies and Procedures manual if the traveler were traveling on University business.

C. In addition to the categories prohibited under the UNC Finance Department’s Policies and Procedures manual, the GPSF will not reimburse travelers for the following expenses:

1. Purchase of alcohol, tobacco, illegal substances, firearms, or other weaponry, and

2. Tangible gains, including, but not limited to, research materials, souvenirs, personal hygiene products, or other physical items that are non-essential to travel.
Chapter 6. Additional Duties and Restrictions of the Committee.

Article I. Committee Review of Travel Awards Documents

§600. Review of Title VIII, Travel Awards

A. The Committee shall review the GPSF Code, Title VIII, at least once per fiscal year (July 1–June 30).

B. If the Committee finds no amendments are necessary to Title VIII for that year, the Committee shall report this fact to the Senate and update the review date associated with Title VIII.

C. If the Committee finds that the Title VIII needs to be amended, the Committee shall write a bill amending the Title VIII, which must pass the Committee by a majority vote, and the Committee Chairperson shall present the Committee-approved bill to the Senate. To pass the Senate, the amendments bill must be approved by a majority vote (50%+1) of those present and voting at a duly called meeting of the Senate.

§601. Review of Other Travel Awards Documents

A. The Committee shall review all other documents governing the Committee at least once per fiscal year.

1. These documents include the Travel Awards application, the Travel Awards Grading Criteria / Rubric, the Travel Awards FAQs, and the Travel Award Committee’s Policies & Procedures.

B. Each of these documents may be amended by a majority vote of the Committee as long as the changes do not violate GPSF Laws or the GPSF Constitution.

Article II. Fiscal Limitations of the Committee

§610. Senate Approval of Committee Awards

A. The Committee may not award more money than approved in a Senate bill, either per individual or per cycle, unless excepted under the Wait-List clause below.

B. If, for whatever reason, the Committee feels an award needs to be amended, they must present the Senate with a bill amending the previous awarded amount and explaining why the amount must be amended.
§611. **Operation of the Travel Awards Waitlist**

A. According to Chapter 2, Article III, the Committee may designate a wait list. The wait list will be awarded as follows:

1. Applicants on the wait list will receive an award if funds for their awards cycle become available because an applicant recommended for funding does not accept the full award or declines the award entirety under the eligibility requirements of Title VIII, Chapter 1, Article I.

2. Applicants on the wait list will be awarded in their enumerated order per award cycle.

3. The award offered to a wait-listed applicant shall be determined by the discretion of the Committee Chairperson according to:
   
   a. The remaining funds approved by the Senate for that cycle (though see exception below),
   
   b. The maximum award amounts established by the GPSF Travel Law, and
   
   c. The minimum award amounts established by the Committee's historical decisions.
   
   i. It is the prerogative of the Committee to reassess and set new “historical minimums.”
   
   ii. If the available funds do not meet the historical minimums used by the Committee, the Chairperson should wait to offer an award until such funds become available for that awards cycle.

4. If the wait list of one cycle has been completely cleared and all wait-listed applicants have either received funds or declined an award, any money approved for that cycle by the Senate may then be applied to the remaining waitlists from that fiscal year.
   
   a. This process will continue until all waitlists are cleared.
   
   b. Any budget remaining for that fiscal year after all waitlists are cleared or after the Chairperson has determined insufficient funds remain to make another award will return to the GPSF Reserve Fund.

**Article III. Reporting Duties of the Committee**

§620. **Requirement of Reporting**
To maintain the Committee’s accountability to the Senate, the Committee Chairperson must compile mid-year and year-end reports for the Senate, to be made publicly available through the GPSF website. The following shall be the deadlines for the reports:

A. The mid-year report will be due by 30 days after the approval of the awards bill for Fall Cycle 2 (early January).

B. The year-end report will be due by 30 days after the approval of the awards bill for Spring Cycle 2 (early May).

1. Although the new Chairperson will be appointed at the beginning of April and the outgoing Chairperson’s office ends on the same date, the end of the year report is the responsibility of the outgoing Chairperson and falls under the transitional clause for GPSF Travel Awards Chairs as written in the GPSF Constitution.

2. The Chairperson’s end of the year report shall reflect the status of Travel Awards at the time of the reports completion. These numbers will be amended in the Appendix of the following year’s report to reflect developments that occur at the end of the fiscal year (see below).

§621. Information Required in Travel Award Reports

A. These reports must at least include the following in the body of a report:

1. A list of current Committee members with their departments;

2. A summary of the GPSF Travel Awards, including at least the number of applications, the numbers of awards given, the amount awarded, the number of applicants wait-listed, and the number of applicants remaining on the waitlist for each cycle and in total;

3. A summary of accomplishments;

4. A section on Committee operational changes and their success/failure;

5. A section presenting outlooks/goals for the remainder of the fiscal year (midyear report only);

6. A section presenting recommendations for the following year’s Committee (year-end report only); and

7. An optional section on ongoing, unresolved issues.
B. These reports should also add a number of appendices, including the following documents:

1. An addendum updating the summary of the previous year’s numbers in the year-end report to reflect accurately the disbursement of Travel Awards in the previous fiscal year,

2. The current Travel Awards Committee Policies & Procedures document,

3. The current Travel Awards Grading Criteria / Rubric,

4. Agendas for any past Committee meetings of the current fiscal year,

5. Meeting minutes for any past Committee meetings of the current fiscal year,

6. Awards bills for any past awards cycle of the current fiscal year, and

7. Any other resolution presented to Senate, whether it passed or failed. The report should clearly indicate to the reader which resolutions passed or failed.