

## GSA Conference Travel Funding

The GSA Conference Travel Grant provides “last resort” travel funding to students who need funding to present their research at a conference or similar scholarly meeting, but have exhausted all other resources. The funding will not exceed five hundred dollars (\$500) per award. Each student is limited to one award per academic year.

### Before you apply:

- **Eligibility:** All Rice graduate students who can provide confirmation of acceptance to present their research at a conference/scholarly meeting may submit proposals. This grant will not be used to fund travel for research, professional development, or any other individual student project. There is no limit to applications, but each student is limited to one award per academic year.
- **Deadlines:** The deadline for grants submissions is 11:59 PM on the 1<sup>st</sup> of every month.
  - Applications must be submitted by the 1<sup>st</sup> of the month prior to the conference being considered for funding. For example, an application for a conference occurring on April 10<sup>th</sup> would need to be submitted by March 1<sup>st</sup> and an application for a conference occurring October 30<sup>th</sup> would need to be submitted by September 1<sup>st</sup>.
  - Late applications will not be considered. The GSA is not able to retroactively fund travel to a conference under any circumstances.

### Application Process:

- Complete the [online application](#).  
You will need:
  - Confirmation of conference acceptance.
  - **Approval form (see below)** signed by an advisor and a departmental administrator.
  - Preliminary budget, including lodging, travel, and expected funding from other sources (if any).
- The Grants Committee will give priority to:
  - First-time applicants
  - Applications that demonstrate a definitive need for funding. The Grants Committee considers Travel Grants primarily on the basis of need, rather than merit.
  - Clear and complete applications, including a detailed preliminary budget.
    - Note: Travel Grants are primarily for lodging, travel, registration fees and other expenses and cannot be used for meals/alcohol.

### After you apply:

- You will receive a decision from the Grants Committee within two (2) weeks of the application deadline.
- If you are awarded a Travel Grant for a specific event/conference:
  - Funding will be provided on a reimbursement basis. All documentation must be turned in within one (1) month of the conference. To receive reimbursement, GSA must receive the following
    - Original receipts and invoices for services/fees paid.
    - Follow GSA guidelines **for Concur (see below)**.
- If you are awarded a Travel Grant as a prize (ex. 90 Second Thesis), the grant must be used within one (1) year of the award date.
  - Funding will be provided on a reimbursement basis. All documentation must be turned in within one (1) month of the conference you chose. To receive reimbursement, GSA must receive the following
    - Original receipts and invoices for services/fees paid.
    - Follow GSA guidelines **for Concur (see below)**.



## GSA Conference Travel Funding Approval Form

The GSA Conference Travel Grant provides “last resort” travel funding to students who need funding to present their research at a conference or similar scholarly meeting. To confirm students have exhausted all other resources, the Grants Committee requires approval from the applicant’s advisor and from an appropriate administrator in their department.

Student Name: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

Name of conference or other purpose of travel:

\_\_\_\_\_

Presentation Title: \_\_\_\_\_

Estimated total expenses: \_\_\_\_\_

Current Funding Support Sources & Amounts:

\_\_\_\_\_

Amount Requested (up to \$500) from GSA “Last Resort” Travel Fund: \_\_\_\_\_

\_\_\_\_\_  
Faculty Advisor Name (Print)

\_\_\_\_\_  
Faculty Advisor Signature

Date:

\_\_\_\_\_  
Departmental Administrator Name (Print)

\_\_\_\_\_  
Departmental Administrator Signature

Date:

--Please scan and include a copy of this document in your online application--

## How to file Travel Grant reimbursements through Concur

**1. Login to Concur.** Log in at [concur.solutions.com](http://concur.solutions.com) using your Rice email ([netID@rice.edu](mailto:netID@rice.edu)) as the username. If this is your first time logging into concur, establish a password by clicking "forgot password" and following the steps to have a password emailed.

**2. Upload receipts to Concur.** Once you are logged in, you should be directed to the "Expense Center" page. You can upload receipts here by clicking and dragging receipts to the red dotted box labeled "Upload New Receipt". You can also click this box to manually select files from your computer.

Another option for uploading receipts is emailing them to [receipts@concur.com](mailto:receipts@concur.com) using a verified email. To set up a verified email, click on Profile > Profile Settings in the upper right hand corner of the site. Then under Profile Options, click Personal Information. Scroll down to "Email addresses" and follow the steps to add an email address.

**3. Creating an expense report.** Once you have uploaded all your receipts, click "Create New Report" on the Expense Center page. You will be presented with several fields to fill in (if any fields are not specified below, just keep the default):

- Report Name: Put "GSA \*Month\* Travel Grant for \*Full Name\*", where \*Month\* is the month you received the travel grant, and \*Full Name\* is your name.
- Business Purpose Summary: "Funding for conference" or anything similar.
- Report Type: Select the most relevant "Travel, BME" option.
- Trip/Report Start and End Date: Start and end of your time at the conference / travels.
- Org: 545000
- Fund: C50650

When it asks if the report will include Travel Per Diem, select No.

**4. Adding expenses.** Add each expense separately by first selecting the most relevant expense type from the list (i.e. "Airfare -72341" for plane tickets). Then fill in the expense information. Attach the relevant receipt for each expense by clicking the "Attach receipt" button at the bottom right and selecting from the receipts you uploaded earlier. Then click the "Save" button and continue to the next expense.

\*\*\*\*If an amount is not supported by a receipt it won't be reimbursed. You MUST upload a copy of this confirmation letter and other documents that you submitted with your application with the receipts. Failing to do so will result in rejection of your expense report.\*\*\*\*

**5. Submit the report.** Once you have added all your expenses, click the red "Submit report" button in the upper right corner. When asked for an approver please select Philippa Angelides (search for "Angelides", and her name should show up in the selectable list).

**6. Submit copies of receipts.** Once you have submitted your report, email copies of all your receipts to [gsafinance@rice.edu](mailto:gsafinance@rice.edu) for verification and record purposes. And you're all set to go!

If you face any problems when you login into your account, please refer to this website:

<http://concur.blogs.rice.edu/> for details or contact the responsible personnel using information specified here: <http://concur.blogs.rice.edu/contact-us/>

If you have any queries while filling up the form, feel free to contact the GSA VP of Finance at [gsafiance@rice.edu](mailto:gsafiance@rice.edu).