



Priority Criteria for Distribution of Travel Funds:

- The travel must be supported by the postdoctoral fellow's direct supervisor.
- Postdoctoral Fellow must be current and active at Augusta University.
- The purpose of the travel must be to advance professional development and/or presentation at a regional or national conference.
- The application for travel must be reviewed and approved by the Office of the Dean of The Graduate School.
- Funding for travel will be awarded based on availability of funds.

Postdoctoral Fellows are eligible for up to \$500 in travel support each fiscal year (July 1 – June 30)

Travel Funds other than those distributed by The Graduate School:

- Any costs/expenses that exceed the approved allowance from The Graduate School should be requested from the postdoctoral fellow's home department.
- Those Fellows with financial support such as fellowships or traineeships should request support from those sources **before** applying to the graduate student travel fund.

The Graduate School may fund only part of the total amount requested by the Fellow.



PROCEDURES FOR TGS POSTDOCTORAL FELLOW TRAVEL FUNDS REQUESTS

1. The postdoctoral fellow requests travel funding in advance of the meeting, using the **Request for Travel Funds Form**. The request must be signed by the postdoc's direct supervisor.
2. The Graduate School office will review the request for travel funds. The Director of Business Operations for The Graduate School will then notify the postdoctoral fellow, in writing, of travel award to be funded by The Graduate School.
3. The **AU Travel Authorization Form** is prepared by the postdoc's program department showing any financial support from the department, and then sent to the Director of Business Operations in the Graduate School for account number and signature.
4. Upon return, the **Travel Expense Statement** will be prepared by the by the postdoc's program department and then sent to the Director of Business Operations in the Graduate School for signature.

See next page for Travel Funds Request Form



General Information

Date of Request: _____

Postdoctoral Fellow's Name: _____

Department: _____

Emergency Contact Information: _____

Travel Information

Meeting Name: _____

Location of Meeting: _____

Dates of Meeting: _____

Departure _____ Return _____

Estimated Travel Expenditures

| Description | Estimated Cost |
|-------------------------|----------------|
| Registration | |
| Lodging | |
| Airline (if applicable) | |
| Mileage (\$0.585/mile) | |
| Misc. (please list) | |

Estimated Total: \$ _____

POSTDOC: Please provide a picture and brief description of your experience of presenting your work at this meeting and submit to Emily Crider in The Graduate School upon your return.

| Name | Signature | Date |
|------|-----------|------|
|------|-----------|------|

Postdoctoral Fellow

Supervisor

Please send completed form to Emily Crider, Director of Graduate School Business Operations:

The Graduate School (CJ 2201) or ECRIDER@augusta.edu

Graduate School Use Only:

Total Amount Requested = \$ _____

Total Amount Approved = \$ _____

Graduate School Designee

Signature

Date