UCCS Graduate School Travel Award Instructions

For travel on July 1, 2016 thru December 31, 2016, applications will be accepted October 10th and close November 10th, 2016 or when funds are exhausted*  All receipts must be turned in before December 1st 2016.

For travel on January 1st 2017 thru June 30th 2017, applications will be accepted on February 13th and close on March 13th, 2017 or when funds are exhausted *  All receipts must be turned in before May 1st 2017.

Travel awards are primarily first come first serve. The Graduate School offers grants for graduate students to present research findings at meetings or conferences or to attend for professional development purposes. The Graduate School provides a travel grant of up to $400 for domestic travel and may request additional funding if traveling internationally; requests may be granted as budget allows. Funds may be used for travel, lodging costs, registration fees, gas, taxis or other transportation logistics as approved by the Graduate School. Funds will be applied directly to the student’s tuition account. If the account balance is zero, a direct deposit refund will be disbursed by the Bursar’s office. The grant is treated like a fellowship and reported to the Office of Financial Aid; therefore, please be aware it may affect your student loan package. For international students, this award may be taxed because it is not considered tuition and fees scholarship. The grant is contingent on account funding by the Graduate School. ELIGIBILITY: Applicants must be a member of the Graduate Student Association. If you are not a member but are interested in joining, please email gsa@uccs.edu. Applicants may receive one award a year but not two consecutive years. First time applicants have priority. Only applications that are completely filled out and include all required documentation will be considered. The application is a fillable Word document – please type in all information in the spaces provided.

The applicant must be a full-time graduate student in good standing, and the travel must occur while the applicant is still an active student.

The applicant must be traveling to a meeting/conference to present his/her own work. If the applicant is attending for professional development only, there must be a written letter of support from the advisor.

The applicant must be enrolled during the term that the travel occurs (excluding summer). If the travel occurs during the summer (and the student is not enrolled), the grant will be applied to the fall bill.

*A student receiving significant travel funding (over $800) from other sources (a fellowship, scholarship, grant, departmental travel funds) is not eligible for the Graduate School Travel Award.

Here are the required elements to complete the Travel Award application document, found online:

1) Student legal name, Student ID #, and contact information. We will verify GSA membership
2) Dates of Conference/ Workshop
3) Title and Location of Conference/ Workshop
5) Faculty Advisor contact information
6) Applicant must confirm that they have received their advisor’s approval for the travel.
7) Supporting documents showing that you will be presenting at this conference (e.g. conference acceptance letter/email, program, abstract etc.) or letter of support to attend for professional development. Travel receipts must also be submitted showing proof of attendance (flight, hotel, car, etc.) and turned in before the end of the semester in which the award is given.
8) Optional budget worksheet

Please submit all travel documents, including the travel award fillable PDF application to Sarah Elsey in the Graduate School office: selsey@uccs.edu

Include in the subject line “Travel Award Application:” and provide your first and last name (i.e.: Travel Award Application: Jane Smith) Please call Sarah at 719-255-3072 if you have questions regarding your
application. We do not take responsibility for students not receiving awards due to submitting reimbursement requests inaccurately.