

Institute of Bioinformatics Student Travel Policies and Procedure

IOB Student Travel Awards

Bioinformatics doctoral students who are presenting at a professional meeting within the continental United States may apply for a limited number of travel grants provided by the Institute of Bioinformatics. The awards are available up to \$400, and are awarded based on estimated expenses. Funds must be requested by completing the “Request for Authority to Travel” form, and delivering it to the Graduate Program Administrator, Life Sciences Building, room B118C. Regardless of how your expenses are covered, you must complete a travel authority if you are receiving University funds for travel. If the form is not submitted, no reimbursement is possible. Additionally, to receive an IOB Student Travel Award, you must also apply for funding from the Graduate School.

Graduate School Travel Awards

In addition to the IOB funds, the UGA Graduate School offers travel funding based on available funds. Awards are limited to once a fiscal year, per student. Students must be enrolled as a full-time student during the semester of travel. Students applying for funds must submit a Request to Travel packet, which includes the abstract, acceptance to the meeting, and the “Request for Authority to Travel” form, found here: https://busfin1.busfin.uga.edu/accounts_payable/travel_authority_emp.cfm. If you choose to apply for travel funds from the Graduate School, the completed packet must be provided to the Graduate Program Administrator at least 7 business days prior to the Graduate School deadlines, which are found on their website (link below).

The following guideline will be used in considering travel requests:

- First preference will be given to doctoral students or students pursuing the terminal degree in their discipline (MFA or MLA). A request from a master’s student will be considered ONLY if the department does not offer a doctoral degree.
- **Applicants should be reporting results of their dissertation or thesis research and should be the primary author of the publication or presentation.**
- The meeting or conference must be of regional or national importance.
- Approval of travel requests will be limited to one trip per student per fiscal year.
- The student must possess a minimum GPA of 3.50 based on at least five semesters of full-time graduate study at UGA. **(Fall/Spring 9+ hrs, Summer 6+ hrs)**
- Funding will not be provided to students employed as instructors or classified employees.
- The applicant must be registered for full-time graduate study during the semester of his/her travel. If a student is traveling between semesters, he/she must also be registered for full-time graduate study the semester following travel.
- The student must submit: abstract, acceptance, and [“Request for Authority to Travel” form](#) to their department. The department will review each student to verify if they meet the criteria, then forward all applications to the Graduate School. When submitting, please include the name and number of the departmental contact for questions.

- Travel support provided by any other party (department) must be listed on the Travel Authority form being submitted to the Graduate School.

For more information, including packet submission deadlines, please visit the Graduate School website:

<http://grad.uga.edu/index.php/current-students/financial-information/travel-funding/>

International Travel:

In the event that meeting travel is international, the Office of the Vice President of Research has made funding available to facilitate international travel for UGA Faculty and Graduate Students.

For further details, including eligibility and application procedures, please refer to the Foreign Travel Assistance Program, found here: <http://research.uga.edu/docs/policies/iga/FT-Guidelines.pdf>

UGA Travel Policies:

When traveling on official University business (such as presenting at a meeting), UGA Travel Policies must be followed. To review the policies, please visit the following webpage:

<http://www.policies.uga.edu/FA/nodes/view/1306/Employee-Travel-Effective-January-1-2015>

Travel Expense Form:

Upon return, the student is expected to complete the Travel Expense form, found here:

https://emer.uosp.uga.edu/accounts_payable/travel_expense_login.cfm. Please log in and complete the form based on the Federal per diem rates*. Receipts for all expenses will be required for reimbursement.

Federal per diem rates can be accessed through the US General Services Administration. You can search for rates in the city of the meeting by accessing the following website and entering the location information:

<http://www.gsa.gov/portal/content/104877>

*The University of Georgia does not allow for incidental expenses during domestic travel. Per diem rates are to be adjusted accordingly. Additionally, expenses on travel dates (first and last date of travel) are calculated at 75% of per diem.