FRIENDS TRAVEL SUPPORT

Thanks to the generosity of the Friends of UIUC Department of Communication, this program provides support for graduate student travel. There are two types of funding. Students may receive support to travel to professional conferences to present papers they have written, and/or support to attend other academic events that involve a competitive selection process but might not involve presentation of original research. All students who qualify receive awards. Students traveling to present original research may apply for up to $400 (the amount of the award may vary, depending on whether the paper is single authored and presented or co-authored and co-presented). Students traveling to other academic events for which they were competitively selected (e.g., NCA Doctoral Honors Conference, RSA Institute, non-presenting authors of a paper selected for a traditional conference) may apply for up to $250. Applications are accepted at any time during the year. To apply, one merely has to fill out an application form and submit it to the department office. Friends Travel Application forms are available online.

The funds available for this program are limited, so some restrictions on eligibility are necessary; these are described below:

1. To qualify for a $400 travel award, an applicant must be a graduate student in Communication, currently registered and in residence, who will be presenting at a professional meeting or conference a paper that he or she has written.

2. To qualify for a $250 travel award, an applicant must be a graduate student in Communication, currently registered and in residence, who will be attending an academic event for which there was a competitive selection process. (This includes being a non-presenting author of a competitively accepted conference paper.)

3. A student may receive a maximum of two travel awards in any academic year. (An academic year begins on August 16 and ends on August 15 of the next calendar year.) The limit of two applies both to full awards ($400 and $250) that go to a single individual and to awards that are shared under co-presenter arrangements described below.

4. In a given academic year, students may receive travel awards only for conferences or events that take place during that academic year (defined as August 16 of one year to August 15 of the next).

5. Each travel award must be used to attend a different meeting or event; that is, one may not receive two awards to attend the same meeting, even if one is presenting two or more papers at that meeting.

6. In the case of papers co-authored by two or more graduate students, the award will be made to the student who is presenting the paper. If the paper will be presented jointly by two or more student authors, the award will be divided equally among the presenters. (Non-presenting authors of a competitively accepted conference paper may wish to apply for the $250 award described above.)
7. In the case of papers co-authored with faculty members, the student may apply for $400 support only if the student will be presenting or co-presenting the paper. If multiple student coauthors will be presenting the paper jointly, the award will be divided equally among the student presenters. (Non-presenting authors of a competitively accepted conference paper may wish to apply for the $250 award.)

8. The application form which can be found on the forms page of the department web page [http://www.communication.illinois.edu/grad/forms/] must be filled out completely and must be accompanied by evidence that the paper has been accepted for presentation or that the student has been competitively selected to attend an academic event (typically a letter of acceptance from the program chair and/or a copy of the meeting program).

9. **NEW IN 2014!** Please read carefully: Students must apply for support a minimum of two weeks in advance of travel to the conference. Students will receive notification of the award before they travel.

10. **NEW IN 2014!** Please read carefully: Awards will be disbursed only after conference travel and based on the amount of allowable conference travel expenses that can be substantiated with receipts. All student conference travel will be processed through the TEM (Travel and Expense Management) system, a web-based system for submitting and approving requests. To receive awards, make sure you are set up in TEM through the main office and submit all receipts for allowable travel expenses to Amy Holland promptly on your return from the conference. If these are not received by the university within 60 days of the completion of the conference, the entire amount will be considered taxable income and you will only receive the awarded amount minus taxes.

All receipts must be original, itemized and show date, amount and method of payment. Most receipts sent by email include this information and are acceptable. For receipts not showing this information, additional documentation may be required (e.g., copy of a credit card statement).

Keep in mind that allowable travel expenses include the following:

- **Hotel bills** (not including incidental charges for telephone calls, mini bars, in-room movies, and the like). Provide a detailed bill showing a zero balance. If room is shared, request separate bills showing each individual's portion or provide a written explanation including the names of those who shared the room and how the bill is divided.

- **Conference registration fees**—Receipt required.

- **Airline, train, or bus**—Receipt required. For conference travel interrupted for personal time, request only the rate for uninterrupted travel by the most direct route. University requires a sample itinerary/cost of the trip without the personal time and it must be printed at the same time as the ticket was booked.
• Taxi service—Receipt required.

• Parking—Receipt required.

• Mileage charges at $0.56 per mile for persons who drive their own cars to conferences. Fuel receipts not required.

• Per Diem—A daily allowance for meal expenses while in conference travel status may be received. Amount is calculated by the start/stop time of conference travel and reduced for any meals provided. Receipts are not required.

This program is unrelated to the Graduate College student conference travel grants. Therefore, one might apply for and receive both a Friends Travel Support and a Graduate College Grant for the same conference.
Friends of UIUC Department of Communication

Conference Travel Support Application

Name: _________________________________________ Date of application: _____________

Name of conference –OR– Academic event involving a competitive selection process:
_________________________________________________________________________________

Location of conference: __________________________ Dates of conference: ___________________

Will you be presenting a paper at this conference? (yes/no) ___________________________

Title of paper to be presented (if applicable):
_________________________________________________________________________________

List all other conferences and/or academic events during this academic year (an academic year begins on August 16 and ends on August 15 of the next calendar year) for which you have received travel awards (either full or partial awards as a co-presenter) from the Friends program:
_________________________________________________________________________________

Attach to this form evidence that the paper has been accepted for presentation or that the student has been competitively selected to attend an academic event. If possible, provide both the letter of acceptance from the conference program chair AND a copy of the conference program, listing your presentation (one or the other is OK, both are preferred).

Please note: You must submit receipts for legitimate travel expenses equal to the amount of the award promptly upon your return from the conference (that is, within one week after you return to the campus).

Return this form to Amy Holland, Communication Main Office