The Graduate Student Senate recognizes the unprecedented times and challenges that graduate students across the University of Tennessee’s campus are facing during this academic year. Accordingly, in an attempt to benefit as many graduate students as possible, certain adjustments have been made to this year's travel awards’ policies. Please, read the following information carefully.

Graduate students are allowed to request funding **one time per semester for virtual conferences.** However**,** all students can only receive **a maximum of $400 for the year**. Also, students applying for funding for the first time will be given priority over students applying for funding who have already received an award. Students awarded funding **for in-person travel** may apply for funding only **ONCE** during the 2020-2021 school year.

In order to remain compliant with the university’s fiscal policy, certain funding awarded to students by the Travel Awards committee will be provided through the Financial Aid Office. Funding that runs through the Financial Aid office is classified as an academic benefit. Therefore, students who have already **maximized their financial aid will not** be able to receive funding from the committee. These awards **may also be subject to taxation**. Therefore, **prior to applying for funding** through the Graduate Student Senate Travel Awards, each petitioning student should contact the financial aid office and the individuals within their department to ensure that they are eligible to receive this funding. Those who are eligible to receive these funds **must state on their application that they are** seeking an academic benefit and are aware of these guidelines.

The following funding will run through the Financial Aid Office:

* Reimbursement for conferences attended during the fall 2020 semester.
  + Due to the late launch of this year’s awards, there will be a reimbursement period for the fall 2020 semester. If you have already attended a conference prior to November 22, 2020, OR do not apply for funding prior to attending a conference in the fall, you can seek reimbursement. The deadline for reimbursement for costs concerning a conference, publication fees, or professional fees incurred during the fall 2020 semester is Friday, December 15, 2021.
  + To receive this funding, with your application, you must include: 1) receipts showing the amount paid, 2) a copy of the credit card statement used to pay the fees, 3) proof indicating the amount of funding provided to you through your department.
* Funding for a virtual conference in which the student is **NOT** presenting but is attending.
  + To receive funding to attend a virtual conference in which you are not presenting, you must pay for the conference prior to receiving your award. Once you have paid all fees associated with the conference you are seeking funding for, you must submit 1) receipts showing the amount paid, 2) a copy of the credit card statement used to pay the fees, 3) proof indicating the amount of funding provided to you through your department. Email the documentation to gsstravel@utk.edu. In the body of the email, include your name and student ID number.
* Funding for publication fees.
  + Publication fees will only be awarded for original research in which the student seeking funding is the FIRST author, and the journal is a reputable publication. Once the fees have been paid, submit 1) receipts showing the amount paid, 2) a copy of the credit card statement used to pay the fees, 3) proof indicating the amount of funding provided to you through your department. Email the following documentation to gsstravel@utk.edu. In the body of the email, include your name and student ID number.
* Funding for professional fees associated with the student’s academic success.
  + Students seeking funding for professional fees associated with their academic success must first pay the fees and then submit 1) receipts showing the amount paid, 2) a copy of the credit card statement used to pay the fees, 3) proof indicating the amount of funding provided to you through your department. Email the documentation to gsstravel@utk.edu. In the body of the email, include your name and student ID number.
* Funding for virtual conferences in which the student **DID** present original work but **DID NOT** receive funding and prior approval through their department.
  + Students seeking funding for a virtual conference in which they are presenting but have received no funding through their department must receive payment through the Financial Aid Office. The student should inquire within their own department about the procedural process regarding virtual conference reimbursement. If the student’s department is not reimbursing virtual conference expenses, then they must indicate as an academic benefit on the application.
  + After presenting their research the student must submit 1) receipts showing the amount paid, 2) a copy of the credit card statement used to pay the fees, 3) documentation from your department indicating that you did not receive funding. Email the documentation to [gsstravel@utk.edu](mailto:gsstravel@utk.edu). In the body of the email, include your name and student ID number.

The following funding will run through the student’s department:

* In-person travel.
* Virtual conferences in which the student is presenting **AND** their department has provided additional funding.
  + Students seeking funding in this traditional manner will file the paperwork through their department and will receive their GSS travel award through their department

**Deadlines**

**Fall 2020 Deadlines**

Applications requesting funding to assist with paying professional fees and publication fees can be submitted at either deadline for the SEMESTER in which the student incurred the costs**.**

**November 15, 2020**

* Students seeking financial assistance for conferences that they intend to attend or have already been selected to present at between **Monday, November 23, 2020, and Monday, February 22, 2021.**

**January 8, 2021**

* Students seeking reimbursement for fall 2020 expenses that were incurred **before November 23, 2020, or after the November15, 2020**, deadline but had not been applied for by the deadline. Please note, the request for reimbursement must pertain to an event that happened during the fall semester and **occurred before January 1, 2021.**

**Spring 2021 Deadlines**

Applications requesting funding to assist with paying professional fees and publication fees can be submitted at either deadline for the SEMESTER in which the student incurred the costs**.**

**Monday, February 12, 2021**

* Students seeking financial assistance for conferences that they intend to attend or have already been selected to present at between **Monday, February 22, 2021, and Monday, April 12, 2021.**

**Monday, March 29, 2021**

* Students seeking financial assistance for conferences that they intend to attend or have already been selected to present at between **Monday, April 21, 2021, and Thursday, May 8, 2021.**

**Summer deadlines will be posted at the beginning of the spring 2021 semester.**