

GSA Travel Award Packet

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Students are required to fill out and submit:

- 1) The Pre-travel Notification along with required documents at least 2 weeks prior to the actual conference date.**
- 2) The Chrome River Post Travel Form along with the expense report through the Chrome River Portal within 30 days of travel as per the GSA guidelines in the application packet. Students requesting support only from the GSA must upload in ChromeRiver a scanned copy of the pre-approval travel form signed by the academic department.**

Disclaimers:

- **Applying for a travel award (i.e. reimbursement as per GSA rules) DOES NOT guarantee you will receive an award.**
- **The final decision will be made after the student has submitted the Chrome River Expense Report with the original receipts for each item listed in the travel authorization/reimbursement request form and following the guidelines in the application packet.**
- **Travel Award relevant documents are available [here](#).**

I. RULES AND REGULATIONS

1. The registration fees for online conferences or workshops are eligible for reimbursement.
2. Hereafter the term conference shall refer to reputable academic-related conferences or workshops.
3. Awards will be granted only to enrolled graduate students presenting their
Research/Work at an Off-Campus Conference.
4. There will be no distinction between a poster presentation or an oral presentation.
5. The Travel Award shall only cover the Registration and/or the Registration Fee for presentations that are online. All other expenses incurred for online conference presentations may be reimbursed if justifiable “reasons” are provided and approved in the Pre-travel Notification Form.
6. Meals are reimbursed, on a per-diem basis. For more information about the per diem rates for each state visit the U.S. General Administration Services.
7. For local conferences within the Newark/New York City metropolitan area, not requiring hotel accommodations, Lodging, and travel expenses may be reimbursed if justifiable “reasons” are provided and approved in the Pre-travel Notification Form.
8. For non-local conferences (outside of the Newark/New York City metropolitan area), the travel award could be used for travel, lodging, registration, and Abstract fee and meal expenses.
9. A student is eligible for a total maximum of \$900, inclusive of all travel awards per fiscal year. The fiscal year runs from July 1st through June 30th.
10. Each Applicant, when filling out the pre-travel form, is expected to get the travel approved, from their advisor and signed by the Department Chair.
11. Funds will be provided only after the travel, on the condition that the required information is submitted on the Chrome River Portal with all the required documents on time.
12. Reimbursements are made on the basis of actual expenses and not on the basis of estimated costs.
13. Scanned copies of the original receipts are to be uploaded on the Chrome river Expense Report..
14. All award decisions will be final.

II. APPLICATION PROCESS

A. Pre-travel Notification to the GSA:

The applicant is required to fill out the online Pre-travel Notification form and submit it along with the following documents at least **2 weeks** prior to the conference date:

i. Travel Authorization / Reimbursement Request Form: have (1) your research advisor and (2) your department chair sign the Travel Authorization / Reimbursement Request Form.

ii. GSA Travel Award Advisor Recommendation Form (see section V part C of this document). This form will be separately emailed to the Research Advisor once the Pre-travel form is submitted. Once the Research Advisor submits the form, the student will receive an automated email confirming it has been received. It is the student's responsibility to follow up with his/her Research Advisor and make sure that the form is submitted (by the Research Advisor) along with the Pre-travel notification form.

Information/documents needed for the Pre-travel Notification Form:

- Proof of confirmation of paper/presentation acceptance to the conference (email or acceptance letter).
- Abstract of the presented paper/work.
- Sheet of predicted expenses.

B. Chrome River Post-travel Reimbursement Form:

After the conference is complete, the applicant must then submit the online Chrome River Post-travel Reimbursement (CRPT) Form **within 30 days** of travel.

C. Chrome River Expense Report:

The student should submit the expenses in an itemized manner, under each respective category of expense. A total of \$900 can be approved.

Information/documents needed for the Chrome River Expense Report:

- **Signed Pre-Travel Form:** A scanned copy of the Pre-Travel Authorization form, Signed by the Research advisor and the Department chair is to be uploaded.
- **Screenshot of the conference website:** A Screenshot of the Conference website, which should clearly indicate the dates of the conference.
- **Copy of the Student's Poster / Presentation / Paper:** Students are expected to submit a Copy of their work, which was presented at the conference.
- **Proof of Registration:** Email confirmation from the conference or proof of payment/invoice for the registration fee should be uploaded.
- **Proof of Attendance:** The student is expected to upload the Conference Session schedule with the student's name and the title of the paper and a photograph of themselves, presenting at the conference. A clear photograph of the conference badge, with the student's name or any other proof of attendance, is also acceptable
- **Proof of Expense:** Bank or credit card statement (if payment was made using a debit or credit card) or original receipt (if payment was made using cash money) matching with the same expenses shown and highlighted in receipts uploaded as well as the requested amount.
- **All original receipts** for each expense incurred. They must clearly show proof of payment (which may include an e-ticket/ boarding pass, hotel expenses, and conference registration fee). Please, circle or highlight the amount spent.

NOTE:

- **Car rental fees are not reimbursed through travel awards.**
- **If traveling by personal vehicle, please report your total traveled mileage in the mileage tile, under 'Ground Transportation' in Chrome River. . The standard University Mileage rate for travel is \$0.625 per mile(as of 11/17/2022), based on the Google Maps itinerary for your trip. You can also submit Your EZ-Pass receipt or physical receipts from the tolls from your travel.**
- **Hotel accommodation costs must be reasonable (comparable to the average hotel costs in the area).**
- **All original receipts (for hotel, travel, etc.) must be presented along with the Chrome River Expense Report.**
- **In case of failure to submit the required documents, no awards will be made.**
- **Students will be asked to submit the original receipts for evaluation. In case of**

discrepancies, GSA has the right to negate the approved amount or deny awards for the following years.

- **External funding will not disqualify students from securing a travel award. However, failing to disclose external funding will lead to disqualification of the application. Lack of disclosure of any additional external funds will lead to disqualification of the application.**

III. AWARD SELECTION CRITERIA

1. The level, prestige, and scope of the conference (International, National, ACS, IEEE, AMIA, ASME, etc.)
2. Travel Authorization / Reimbursement Request Form endorsed by the advisor and chair.
4. Legitimacy of the documents submitted. Validity and completeness of the packet.
3. Additional external funds received that cover presentation and travel expenses. Disclosure of external funds does not disqualify students from a travel award, the full amounts of the external fund must be listed.
4. All rules and regulations listed in section I of this document.

IV. PROCESS SUMMARY

<u>Pre-Travel Notification</u>	<u>Post-Travel</u>
<p>Time Line: 2 Weeks prior to the actual conference date</p> <p>Applications/forms:</p> <ol style="list-style-type: none"> 1. GSA Online Pre-Travel Notification Form <ol style="list-style-type: none"> a) Signed by research advisor b) Signed by department chair 2. Advisor Recommendation Form <ol style="list-style-type: none"> a) This form will be separately emailed to the Research advisor once the Pre-Travel Form is submitted. b) Once the Research Advisor submits the form, the student will receive an automated email 	<p>Time Line: Within 30 Days of Travel</p> <p>Applications/forms:</p> <ol style="list-style-type: none"> 1. Chrome River Post Travel Reimbursement Form 2. Expense Report to be submitted on the Chrome River Portal.

confirming it has been received.	
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V. LINKS TO RELEVANT FORMS

- A. Pre-travel Notification Form: [Click here](#)
- B. Chrome River Post-travel Reimbursement Form: [Click Here](#)
- C. Chrome River Portal: [Click Here](#)
- D. Travel Award Advisor Recommendation Form: [Click Here](#)
- E. Travel Authorization / Reimbursement Request Form: [Click here](#)

It is the student's responsibility to follow up with their advisors and department chair to make sure the form is filled out and submitted on time (2 weeks prior to the conference date in the case of Travel Authorization / Reimbursement Request Form, and within 30 days of travel in the case of Travel Authorization / Reimbursement Request Form).