

IME Department Graduate Student Travel Policy:

The IME Department will consider providing funds to support graduate student travel to professional meetings to present the results of their research work on a case-by-case basis and according to the availability of funds. Priority will be given to PhD students and to those who have not yet received travel funding during their program of study. Masters level students will receive up to \$400, whereas PhD students are eligible for up to \$500.

To be eligible students:

1. should have a full peer-reviewed paper (or abstract for abstract only conferences) accepted
2. be presenting (poster or oral presentation) at a nationally recognized research conference (IIE, INFORMS, ASEE)
3. be endorsed by their major advisor
4. must be a currently enrolled full time student making satisfactory progress towards degree completion
5. need to complete the conference travel and submit their reimbursement by the end of the approval fiscal year. Funds do not carry over nor will they be combined.

Procedure for Requesting Travel Funds:

1. Students should fill and submit the “*Request for Travel Funding- IME Grad Students*” to the IME Department. The application will be reviewed by the Department Chair.
2. Students may also want to consider submitting a “*request for student travel funding*” from the graduate school.
3. Submit the request for “Out-of-State Travel Authorization” form. This form must be submitted online and signed off by your supervisor and the Dean’s office.
Travel Authorization - Out-of-State
4. If application is funded, upon return from travel, students are to fill and submit the “*IME Travel and Reimbursement Form*” and all supporting receipts to the IME office administrator.

