

HUCK-GD-P002: Graduate Programs: Huck Institutes Graduate Student Travel Award



Updates or changes to this policy must be reviewed and approved by the Huck Exec.

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1.0 Overview

1.1 The purpose of this document is to outline the awarding and usage of the Huck Institutes of the Life Sciences Graduate Student Travel award. The Huck Institutes Graduate Student Travel Awards are made possible by funds from the ***Endowment for the Dorothy Foehr Huck and J. Lloyd Huck Institutes of the Life Sciences.***

1.2 This endowment account is not an unrestricted account, and expenditures must comply with University Policies and Procedures.

2.0 Guidelines

2.1 The Huck Institutes Graduate Student Travel Award Fund is intended to provide Huck Institutes doctoral students who are in one of the six IGDP programs with greater experience and networking opportunities by presenting their research at scientific meetings and to help elevate the profile of the Huck Institutes Graduate Programs. Specifically, this fund provides travel support for Huck doctoral candidates presenting/giving a talk at a domestic or international conference.

2.2 IGDP Graduate Program Chairs will review and approve or decline graduate student travel requests based upon the eligibility requirements outlined in Item 3 below. In addition, the following rules apply to all travel requests (no exceptions):

3.0 Eligibility Requirements

3.1 Huck Graduate Student Travel Awards are provided only to doctoral students in good standing in one of the six IGDP programs: Bioinformatics & Genomics, Ecology, Integrative and Biomedical Physiology, MCIBS, Neuroscience, and Plant Biology.

3.2 Students must have an accepted abstract or have an invitation to speak at a national or international meeting or be presenting a poster.

3.3 Students must apply and be approved for travel funds prior to travel and the travel must be completed prior to the student's defense date.

3.4 Students are eligible to receive no more than 2 travel awards during their graduate career (no exceptions), but are limited to receive one travel award per fiscal year (July 1 - June 30).

3.5 The travel awards can consist of 2 domestic travel awards **or** 1 domestic + 1 international travel award. Students may not receive 2 international travel awards.

3.6 Domestic travel awards are reimbursable up to **\$900**.

3.7 International travel awards are reimbursable up to **\$1,800**. International travel must be approved at least 30 days prior to the trip through the [Global Safety Network \(GSN\)](#).

3.8 Students must adhere to University Travel policies for all travel arrangements and submit receipts upon completion of travel in order to be reimbursed by the Huck Institutes Travel Award program.

4.0 Application Process

Before completing the online application, please be aware of the following additional details:

- 4.1 All requests are submitted through the electronic application process: [Graduate travel award requests](#)
- 4.2 Once the application is received, the Huck Graduate Programs office will verify the student's eligibility to receive travel funds. If information is missing or inaccurate, they will contact the student for additional information.
- 4.3 After the application is verified, the student travel request will be reviewed and approved or denied by the Grad Program Chair for the program.
- 4.4 Students will receive notification from the Huck Graduate Programs office whether the travel application is approved or denied.
- 4.5 Students in Cell and Developmental Biology, Genetics, Immunology & Infectious Diseases, Molecular Medicine or Molecular Toxicology, please select MCIBS as the graduate program on the application.
- 4.6 Non-submitted entries will be saved but applications will only be sent to the administrator after the "submit" button is clicked.

5.0 Allowable Expenses & Reimbursement

- 5.1 All Huck Graduate Student Travel Awards are reimbursable upon the completion of the travel through SAP Concur.
- 5.2 Funds cannot be provided prior to travel. In addition, prepaid expenses cannot be reimbursed or transferred until after the completion of travel (such as prepaid conference registration, etc.).
- 5.3 The Huck Graduate Student Travel Award will only cover/reimburse for the following expenses with receipts:
 - conference registration along with the conference agenda/itinerary
 - lodging, and
 - transportation (e.g., airfare, private auto mileage, car rental)
 - Other travel expenses such as meals, abstract fees, printing, etc., are not covered by this award.
- 5.4 Receipts and travel expenses must be submitted in SAP Concur within 30 days after completing the trip through the home department.
- 5.5 Budget information will be sent to the administrative support person listed in the student application. The account for the Huck Graduate Student Travel Awards for SAP Concur forms is: IO# 7700000 (Business area 6390).
- 5.6 If travel was international, a copy of the Global Safety Network (GSN) e-mail approval must be submitted with all travel receipts in SAP Concur.
- 5.7 Unspent travel funds cannot be used or combined with any other travel request.

6.0 Cancellation Policy

- 6.1 If a student is unable to attend the conference as originally planned due to emergency or other extenuating circumstances, it is their responsibility to notify the Huck Graduate Programs Office (101 Huck Life Sciences) in order to cancel the Huck Travel Award.
- 6.2 If the award is cancelled with the Huck Graduate Programs Office, and provided the student still meets the eligibility requirements, they may reapply for another travel award in the future.
- 6.3 Students must also coordinate with their department/college financial staff to cancel any hotel/air fare or other reservations.
- 6.4 The Huck Institutes will not reimburse for expenses associated with cancelled trips.

7.0 Penn State Travel Policies

- [TR01 International Travel Requirements](#)
 - [Global Safety Network](#)
- [TR02 Penn State Travel Policy](#)

Visit the Huck Institutes of the Life Sciences on the web at <http://www.huck.psu.edu>.

This publication is available in alternative media on request.

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