Student Steps to Receive Funding

In order to receive your Travel Grant, there are a number of steps that must be completed after you return from your presentation. Use the flow chart to help you follow the steps to receive your funding.

1. Return from your presentation.
2. Submit your progress report to the graduate school. Make sure to include your photo and the photo release form.
3. Submit your travel receipts to your department contact/travel representative.
4. The department travel representative submits an expense report for your travel and notifies the graduate school when the expense report is approved.
5. After the expense report is approved, the graduate school verifies the travel grant reimbursement amount and transfers the funds to the cost center listed on your travel grant cover sheet.
6. Visit with your travel representative to make sure you receive the funds.