

## Conference Travel Stipend

The **EDGE** (Empowerment, Development, and Growth in Education for Hispanic Graduate Students) **Center** offers a competitive conference travel stipend to UT Arlington graduate students in their Master's programs to help defray the costs associated with attending and participating in domestic (within the US) professional conferences.

The stipend awards up to \$1,000 for the cost of conference registration, travel, and lodging (if funds allow). Parking, meals, and incidentals are not eligible expenses. Students may only receive one travel award per academic year. The total stipend awarded to the student may be less than the maximum amount stated above depending on the proposed budget, quality of the application, and availability of funds. Stipends will only be awarded while funding is available.

Applications are accepted year-round, but must be submitted no less than 30 business days prior to travel. **Travel stipends will not be awarded retroactively.** Incomplete applications will not be considered. The EDGE Center will not respond to inquiries about individual applications until all required documentation has been received.

To qualify, students must be active UTA graduate students enrolled in a Master's-level program and in good academic standing (will be confirmed through MyMav). Students must also be US Citizens or Permanent Residents in accordance with US Department of Education legislation and regulations. If the student is an EDGE Scholar, they must be in good standing with regards to their scholarship requirements. Additionally, students will need to submit the following:

- Completed Online Application: <https://forms.office.com/r/A9XViDvPeE>
- Copy of the conference schedule notated with the sessions/events in which you plan to participate. If session information is not available, please submit a Schedule-at-a-Glance.
- Written statement (1-2 page max.) detailing how attending this conference would benefit your academic and professional development, degree completion, and the UTA community.
- Proposed budget (template provided) to include transportation (ground or air) and registration costs. **Please note - while the proposed budget is used to help determine the maximum travel stipend award a student may be eligible for, an approved UTA Travel Expense Report is required to determine the awardee's final reimbursement amount. If traveling by personal vehicle, awardees will be reimbursed for mileage in accordance with the GSA Privately Owned Vehicle (POV) Mileage Reimbursement Rate of \$0.67/mile.**

*For more information about the EDGE Center or the Conference Travel stipend application process, please visit our website at [www.uta.edu/hr/edge-center](http://www.uta.edu/hr/edge-center) or stop by the EDGE Center (SH 322) to visit with one of our staff members.*

### Budget Proposal

As part of the application process for the EDGE Center Conference Travel stipend, applicants are required to submit a budget proposal for their intended conference, including registration, transportation to/from the conference site, and lodging. **Please note - lodging will be paid for upfront by the student and reimbursed post-travel by the EDGE Center.** The stipend awards **up to \$1,000**. The total stipend awarded to the student may be less than the maximum amount stated above depending on the proposed budget, quality of the application, and availability of funds.

Please complete the *Estimated Cost* portion of the Budget Proposal below and upload it to your application prior to submission. **Please note - while the proposed budget is used to help determine the maximum travel stipend award a student may be eligible for, an approved UTA Travel Expense Report is required to determine the awardee’s final reimbursement amount.** If traveling by personal vehicle, awardees will be reimbursed for mileage in accordance with the GSA Privately Owned Vehicle (POV) Mileage Reimbursement Rate of \$0.67/mile.

	Estimated Cost	Actual Cost
Conference Registration Fee:		
<p><b>Transportation:</b> <i>(to/from Conference Location)</i></p> <p><i>If traveling by air, include roundtrip ticket price.</i></p> <p><i>If traveling by personal vehicle, utilize the following formula to calculate the estimated cost:</i> <b>POV Travel Cost = Total Roundtrip Miles x \$0.67/mi.</b></p> <p><b>***Please include a map of your intended travel route if traveling by personal vehicle, and calculate your roundtrip by starting and returning to UTA Main Campus.</b></p>		
<p><b>Lodging:</b> <i>Awardees will be reimbursed for lodging in accordance with <u>GSA Per Diem rates</u> based on their conference location.</i></p>		
<b>TOTAL BUDGET REQUEST:</b>		

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## Post-Award Requirements

If selected to receive a Conference Travel stipend from the EDGE Center, awardees will be required to complete several Pre-Travel and Post-Conference Requirements to ensure compliance with UTA Travel policies and procedures, and EDGE Center requirements. Failure to complete these requirements will result in a loss of the award, and render the awardee ineligible to receive a Conference Travel Stipend from the EDGE Center in the subsequent academic year. Please read below to familiarize yourself with these requirements.

### Pre-Travel Requirements

- Complete the *Conference Navigation* training and post-training assessment.
- Complete a *UTA Travel Authorization Request* with Mary Jo Reyna, EDGE Center Administrative Assistant. Please provide information about registration costs, lodging (if applicable), and desired flights during this meeting. You may schedule an appointment with Ms. Reyna here: <https://shorturl.at/RST24>
- Read through the [UTA and UT System Policies and Procedures](#) concerning Student Travel.

### Post-Conference Requirements

- Provide original receipts for lodging and transportation (if traveling by personal vehicle) to Mary Jo Reyna for processing. Awardees will be reimbursed in accordance with [GSA Per Diem rates](#) based on their conference location, and GSA Privately Owned Vehicle (POV) Mileage Reimbursement Rate, if applicable. Receipts must be turned in no more than 7 business days following the student's return from the conference. Failure to submit receipts will result in a loss of your remaining stipend award.
- Complete and submit a Post-Conference Reflection essay (1 page maximum) to [EDGECenter@uta.edu](mailto:EDGECenter@uta.edu) detailing the following:
  - Major takeaways
  - Notable connections made
  - Strategies to implement in academic/professional/personal routines
  - Areas for professional improvement
- **OPTIONAL:** Submit a professional headshot and testimonial detailing the impact of this award to [EDGECenter@uta.edu](mailto:EDGECenter@uta.edu) for use in future promotion of the EDGE Center Conference Travel Stipend.

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