

ESGP

Student Presentations at Professional Meeting

- Travel Support –

Part of becoming a research scientist is learning how to share work with peers.

Presentations at professional meeting are one way for ESGP graduate students to learn how to present their work.

ESGP has budgeted funds to assist students presenting papers or posters at professional meetings. ESGP students are entitled to up to \$500 in travel support per fiscal year (July 1-June 30). The request must be submitted in advance of the meeting. The University requires the on-line travel request for travel to be approved before the trip begins. This is done in the ESGP Office. If another unit is taking responsibility for doing the travel request that information should be noted on the cover letter.

Must submit to the ESGP Graduate Program Coordinator, Kelly Malone at malone.381@osu.edu:

- Cover letter detailing the trip, other travel funds, current research and presentation information. Letter must list any funds coming from another source of funding. Travel to be approved by ESGP Director.
- Copy of acceptance letter, student must be presenting an abstract, paper, a poster, or be doing an oral presentation. Funds are not available for attending meetings or conferences without participation.
- Official OSU Pre-Trip Worksheet Form copies are available from ESGP upon request and the student's home department-please complete and bring to ESGP
- OSU AP Compliance Form completed and signed-available from ESGP or the student's home department. (not necessary if this has been done previously)
- Copy of Conference home page giving basic information and dates, can be web link or photocopy of web home page of conference.
- Citation of conference presentation

After the trip, turn in all original, itemized receipts and the conference program showing your presentation to the ESGP Administrative Associate. These items and your signature on the reimbursement form (which will be routed to you by e-mail) are needed to complete the reimbursement process. Also, if a personal credit card is used to pay for a hotel stay, for example, the balance due on the hotel receipt must be zero. If not, we also must have a copy of the credit card bill showing the expense was paid.

For more information on OSU Travel Policies go to <http://controller.osu.edu/travel/travel-home.shtm>, or contact Kelly Malone at malone.381@osu.edu.

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