

## NDSU MPH GRADUATE STUDENT TRAVEL FUND REQUEST

The Master of Public Health (MPH) program will make every effort to support MPH student travel to professional conferences and public health activities. To be eligible for travel funds, the student must:

- ☐ Have an accepted conference paper, poster, professional presentation, or performance/exhibit related to public health  
OR
- ☐ Be an active distance student member of the NDSU Public Health Association (PHA) student organization and organize/facilitate events hosted by the NDSU PHA
- ☐ Be enrolled in the MPH program (Certificate students are not eligible)
- ☐ Be in good academic standing with at least one semester of coursework completed
- ☐ Follow all NDSU travel rules and regulations. **It is the responsibility of the student to ensure they are familiar with these rules and regulations.** Failure to follow NDSU rules and regulations may result in lack of travel reimbursement:  
(<http://www.ndsu.edu/fileadmin/policy/516.pdf>).

The MPH program will provide funds for students to travel to and attend professional conferences or campus activities held by the NDSU PHA if the student meets the above requirements.

The MPH program award will be made after considering department/school and college contributions, as well as available MPH funds. Effort should be made to procure additional travel funding. MPH students are limited to a maximum of \$1,000 of travel funding during their academic career in the NDSU MPH program, pending funding availability.

Preference will be given to oral presentations over poster presentations, paper presentations, or exhibits and to distance students facilitating an NDSU PHA event.

MPH funding will only cover, lodging, meal, or transportation costs for the dates of the conference/event. Any travel which occurs outside of the conference/event dates will not be reimbursed (i.e. deciding to travel to a conference site early for vacation purposes or to visit friends/family).

**\*\*Documentation of each of the following MUST be provided by the student, in addition to this travel reimbursement request:**

1. Acceptance to present/exhibit at specified conference  
OR  
Proof of facilitation at NDSU PHA campus activities
2. Copy of hotel costs – including any fees/taxes
3. Copy of airline costs – including any fees/taxes
4. Estimated cost of mileage if driving
5. Estimate of ground transportation costs – including transportation to/from airport (if appropriate)
6. Proof of attempts to locate additional funding (e.g. copy of completed travel fund scholarship application for conference)
7. Conference/event agenda, including dates and times of events

Upon notification of funding amount, students need to be aware **they will have to pay for all associated costs out of pocket initially and will be reimbursed by the MPH program for their approved amount following submission of appropriate documentation to the MPH program.** The MPH program cannot pay for any expenses prior to the conference/event. The student is also responsible for costs should they be unable to attend the conference/event for any reason.

Immediately following the conference /event, **ALL ORIGINAL receipts** for all expenses for which the student budgeted and appropriate paperwork must be mailed or submitted in person to the Department within 1 week of

return. Copies, scans, faxes or other formats resulting in a non-original receipt are not acceptable. An NDSU travel reimbursement form needs to be submitted with all **original** receipts for travel costs to be reimbursed. This reimbursement form will be sent to the student in their award response email. It is the responsibility of the student to return all required paperwork and receipts in the requested format for reimbursement to be completed. If the required paperwork and receipts are not in the correct format, the reimbursement will not be processed until the paperwork and receipts are received in the correct format.

The deadline to submit the travel reimbursement request within the MPH program is a **MINIMUM of 6 weeks** prior to your anticipated travel. Students will be notified by email within two weeks of submitting their travel reimbursement form if they have received an award for travel reimbursement and the amount awarded. If students are provided travel reimbursement funds, they have one week following the receipt of the award email from the MPH program to either accept or decline the travel funds. **Failure to respond to the award email within one week will constitute the student declining receipt of travel reimbursement funds.** Please note: ***email is the official form of communication for NDSU.***

If funding is approved for conference/event travel and the student chooses to accept the amount provided, the student must agree to provide pictures of their experience (e.g. a picture of them presenting, a picture in front of their poster) with captions about what they are doing and who they are with. Students should be aware that the pictures and provided descriptions may be used in promotional materials for the MPH program.

By signing here, I (print name) \_\_\_\_\_ acknowledge that I have read the information provided regarding NDSU MPH student travel reimbursement and agree to the conditions of acceptance outlined within.

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Student signature

## NDSU MPH GRADUATE STUDENT TRAVEL FUND REQUEST

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Name of Conference/Event: \_\_\_\_\_

Dates of Conference/Event: \_\_\_\_\_

Location of Conference/Event: \_\_\_\_\_

Please check one of the following that best describes your conference participation:

Presentation type: ☐ Oral ☐ Paper ☐ Poster ☐ Exhibit OR ☐ NDSU PHA event

Presentation/Exhibit/Event title: \_\_\_\_\_

Estimated Travel Expenses:

Airfare (including all fees, such as baggage, etc.) or Mileage if driving [1]	\$
Ground Transportation (e.g. car rental, taxi, subway)	\$
Hotel (including all fees and related taxes) [2]	\$
Conference Fees, if applicable	\$
Meals[3]	\$
<b>TOTAL</b>	<b>\$</b>

[1] <http://www.ndsu.edu/accounting/travel/employees/transportation/#c219688> [2] If you are a distance student traveling to Fargo, work with the MPH program assistant to book a room at the Candlewood suites at state rate [3] If meals are included in the costs of the conference, students need to make note of this and this amount will be deducted from the amount which they are being reimbursed for their travel. Meal reimbursement is limited to the per city per diem costs as outlined by the U.S. General Services Administration. Review this email to determine maximum per diem reimbursement rates for your conference city: <http://www.ndsu.edu/accounting/travel/mealrates/>

I have read and agree to the conditions and requirements for funding.

\_\_\_\_\_  
Graduate Student Signature

\_\_\_\_\_  
Graduate Student Email Address

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***Following section for office use only***

Approved MPH Contribution: \$ \_\_\_\_\_

\_\_\_\_\_  
Dept. of Public Health Chair/Vice Chair Signature

\_\_\_\_\_  
Date

COMMENTS:

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