

North Dakota State University  
College of Engineering  
Travel Fund Matching 2015-2016

Purpose: To provide matching funds in support of faculty, graduate and undergraduate student travel to professional conferences to present scholarly work.

Expectations:

1. A fully refereed manuscript accepted for publication in conference proceedings and presentation. Conferences only refereeing the abstracts or poster presentations may not be eligible for matching fund support.
2. Conference travel and reimbursement must be completed by the end of the approval fiscal year. Funds do not carry over nor will they be combined.
3. Department Funding and/or Faculty Grant Funding must show a commitment of at least 1:1 matching for the request.

Faculty to Submit:

1. Request for funds to the Department Chair. Department Chair to verify department funds allocated to the travel request or grant funds are being used for travel support.
2. Only one graduate student or one undergraduate will be funded for any specific conference and paper. If multiple papers submitted to a conference by several graduate students, the faculty member is responsible for their support. Faculty to forward only one request for funding for a student in the academic year.
3. Attach a copy of paper acceptance (not the full paper) notification after full review is complete.
4. Faculties review *SafeAssign* results with the Department Chair.

Funds:

1. Tenured or tenure track faculty members are eligible to receive up to \$500 per academic year in matching funds from the College.
2. PhD students are eligible to receive up to \$400 in matching funds per year in matching funds.
3. MS and undergraduate students are eligible to receive up to \$300 in matching funds.

**Requests for matching funds must be made at least two weeks prior to travel. Funding will not be provided retroactively. All requests shall be made using the College Travel Fund form. This format is different from the Graduate School form. Provide as much information as possible and do not modify the format.**

**College of Engineering  
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Deans Office Action:

Date:

Name:

Email:

Conference Name:

Conference Dates:

Dates of Travel:

Link to Conference Web Site:

Title of Paper:

Authors:

If co-authored, name of presenter at conference:

For student travel, check one: PhD ☐ MS ☐ Undergrad ☐

**Estimated Travel Cost**

Transportation	\$
Lodging	\$
Meals (1)	\$
Registration Fee	\$
Other (2)	\$
Total Travel Cost	

- (1) Do not include per diem costs if some meals are included in the conference adjust costs according to the meals provided
- (2) Do not include personal membership fees or organization dues. Policy does not permit payment for individual memberships.

**Sources of All Support**

Grant or Contract	\$	PI Approval	Signature Required
Department	\$	Dept. Approval	Signature Required
Personal	\$		
Other	\$	Explain:	

Required Attachments: Conference Paper Acceptance Notification Only – not the paper  
(Signature below by faculty member indicates this conference paper is fully refereed by a blind referee process and information provided is accurate.)

\_\_\_\_\_  
Faculty Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Signature Faculty member and Dept Chair indicates SafeAssign report has been reviewed and the paper is acceptable.**

\_\_\_\_\_  
Department Chair (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**College of Engineering  
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Deans Office Action:
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