



GPSA Specialized Travel (ST) Committee Application Rules & Guidelines

GPSA Specialized Travel was created to fund travel expenses for needs are **NOT** addressed by SRAC. Specialized Travel **CAN** be requested for any form of specialized travel that relates directly to an applicant's professional growth and development. This includes, but is not limited to, job interviews, clinicals, auditions, workshops, presentations and lectures. The maximum a student may receive is \$300 per academic year.

Specialized Travel funds **CAN** be used to travel to one-time or yearly event or function that does **NOT** require registration, membership fees or any other expenditure. Such funding should be sought through SRAC. Check the SRAC guidelines for more information about which functions qualify as a "conference." Specialized Travel funds **CANNOT** be used to travel to a research site or to any location with the sole purpose of conducting field research. Such funding should be sought through an SRAC grant.

Eligibility and Procedures:

- Graduate/professional students currently enrolled at UNM are eligible.
- You may submit only **one** ST application per semester. This application may be submitted for only one allowable event or activity. The total maximum award you may receive is \$300 per academic year. You may be awarded only once per academic year.
- The event or function for which funds are sought must occur within either the current or the previous funding period. The Fall funding period is August 15 to December 31; Spring funding period is January 1 to May 31; Summer funding period is June 1 to August 14.
- You must submit one original copy of a complete Specialized Travel fund application packet, which includes: 1) an application form; 2) a one-page explanation of the activity; and 3) an outlined budget of travel expenditures with the items to be funded by ST clearly indicated.
- In addition to the original copy, you must submit four anonymous copies. Anonymous copies must have all personal information (name, address, phone, ID #, email and signature) removed.
- Each anonymous copy must include a Specialized Travel Scoring Sheet stapled to the back of the copy.
- If you do not submit the required number of copies, if anonymous copies contain identifying information, or if Scoring Sheets are not attached, **your application will be disqualified.**
- Deadlines are the fifth Fridays of the Fall and Spring semesters, and the first Friday of classes for the Summer. Applications are due by noon in the **GPSA office.**
- Your application packet will be scored on a four-point scale in the following three areas: 1) completeness of the application; 2) clarity of the proposal description; and 3) clarity of the budget.
- All applicants should have access to their grant applications, complete with score sheets, on request.

What Is Covered by Specialized Travel:

- Specialized Travel funds **cannot** be used for the purchase of an admission ticket to any event or function.
- Specialized Travel funds **can** be applied to all forms of transportation that require the purchase of a ticket. Taxi estimates will be considered.
- Specialized Travel funds **can** be used for motel expenses, meals or any additional expenses incurred while traveling to an event or function.
- Should you choose to travel by private vehicle, Specialized Travel funds **will pay** for fuel. Specialized Travel funds **cannot** be used for vehicle maintenance or repairs or for personal or vehicle insurance.

Reimbursement Procedures:

- ST will use a reimbursement process for paying students' grant money.
- Each person awarded **must** submit receipts (travel, lodging, meals) with their award form.
- If a person wishes to revise their original budget to include expenses not originally allocated, s/he may petition to have ST reimburse for those expenses. Thereafter, the Finance Committee will decide whether or not to approve the revision.
- So that GPSA is consistent with University regulations, GPSA reimbursement rates for travel should be on par with The University of New Mexico's policy for mileage reimbursement.