



Travel Packet

Graduate Students Association

“Success through **TEAM**work”

I AM AN **EAGLE** IN THE WIND.
WATCH HOW I **SOAR**.



Things to remember:

- Please keep in mind that all NCCU GSA Travel applications **must** be submitted 8 weeks before domestic travel and 12 weeks before international travel
- If travelling internationally, please include a copy of your passport and proof of insurance.
- Please submit completed application + materials to the GSA Office in Room 311 of the Taylor Education Building or via email to the GSA Director of Travel (dyoung48@eagles.nccu.edu)
- Incomplete applications will not be processed until all materials are submitted to the GSA Director of Travel

Before you submit your application please make sure you have completed and/or included all of the following items:

- Résumé
- Research Proposal/Abstract (if presenting) or Essay
- All appropriate signatures (Dept. Chair, Dept. Office Assistant)
- Travel Authorization form completed by your department
- Business Traveler form completed by your department
- Hotel Accommodation Confirmation (reserve room with credit card before submitting application)
- Travel arrangement confirmation (i.e., flight or a copy of mileage map if driving)
- Receipt showing member fee, registration fee (if applicable)
- If requesting registration fee to be paid, please provide the completed registration form, registration confirmation, and the address where the payment should be mailed.***
- Student Involvement Form
- Copy of conference agenda
- Completed copy of this application



Travel Application Form

PERSONAL INFORMATION

First Name:	Last Name:
NCCU ID #820-	Phone Number:
Academic Program:	
<p>Have you ever participated in any NCCU GSA events? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, please list events below.</p> <p>(1) _____</p> <p>(2) _____</p> <p>(3) _____</p> <p>(4) _____</p>	

CONFERENCE INFORMATION

Name of Conference:
Dates of Conference:
Location of Conference:
<p>Will you be presenting at the conference (i.e., giving a lecture, presenting a paper, conducting a round-table discussion, etc.)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
Title of Presentation:

TRAVEL SUPPORT
 Indicate all **sources** and amounts of funding which will be applied toward attending this meeting (conference) as well as submit all relevant conference information (i.e., Conference registration fee, lodging prices, etc.). Please do not include funds that you hope to get from GSA.

Source	Amount
Department	\$
Advisor / Faculty	\$
Research Grant	\$
Professional Society Travel Grant	\$
Other	\$



NCCU GSA Involvement Form

PERSONAL INFORMATION
Full Name:
Academic Major:
Current GPA:
Expected Semester & Year of Graduation:
Student ID Number:
Phone Number:
NCCU Email Address:
COMMITTEE SELECTION – If you would like to participate in the GSA Senate, please select your preferred committee. If not, leave blank.
Community Service
Public Relations
Professional Development
Student Life & Recruitment



Dept. Chair / Director Contact Information

DEPARTMENT CHAIR / DIRECTOR CONTACT INFORMATION

Department:	
Email Address:	
Phone Number:	
Department Chair / Director PLEASE READ & SIGN	
<p>I certify that I have read this travel application (including the budget), and that the applicant is a graduate student, in good standing, at North Carolina Central University. I further certify that all information in this application is accurate.</p>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Departmental Chair / Director Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date
Applicant: PLEASE READ & SIGN	
<p>I certify that all of the information I have and will provide in this application is accurate to the best of my knowledge. I further grant permission to NCCU GSA and the School of Graduate Studies to verify my status as a graduate student in good standing at North Carolina Central University. <i>I also understand that I will be required to present my research in the NCCU Graduate Research Day and at the conference in which I attend.</i></p>	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Applicant Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

NCCU GSA Travel Application Directions

DEADLINES	EXCLUSIONS
The NCCU GSA Travel application <u>must</u> be submitted: 8 weeks before domestic travel ✚ 12 weeks before international travel	*** Alaska and Hawaii are not included and will not be covered by the university.

SUBMISSIONS

A complete application consists of the following items:

- ✚ Completed Travel Authorization form to be completed by your department
- ✚ Completed Business Traveler form to be completed by your department
- ✚ Completed Student Involvement Form
- ✚ Flight Itinerary or Ground Transportation mileage
- ✚ Hotel Confirmation
- ✚ Conference Registration Form
- ✚ Conference Itinerary
- ✚ Resume; **and**
- ✚ Research Statement **OR** Essay
 - **Research Statement:** Please address the following criteria in a clear and concise manner (400-word maximum). Research statements are judged according to your communication of the purpose and value of our investigation to members of academia outside your own program and discipline, not according to the reviewer's knowledge of your field of research.
 - Criteria: Each of the following criteria is worth 20 points and will be calculated to determine your final score. Please address the following—
 - Describe clearly the research question(s) and or purpose of research
 - Identify the importance of your research and its relevance to your discipline
 - Describe clearly the methodology used to address the research question(s)
 - Ensure that there is clarity in thought (i.e., organization, grammar, spelling, language, and quality of writing)
 - Include why you desire to attend this particular conference
 - Assessment: Your research question will be evaluated on a 100-point scale.
 - **Essay:** Please address the following in a clear and concise manner if you are not presenting:
 - Criteria: In 150 words or less, please explain why you would like to attend this conference and how it helps you with your professional development
 - Assessment: Your essay will be evaluated on strength of the argument.

INTERNATIONAL TRAVEL

International travel, in addition to the above items, will need to provide:

- ✚ Copy of your passport
- ✚ Proof of Insurance
- ✚ International Travel Form and Signatures

REIMBURSEMENT

Reimbursement **ONLY** takes place with prior approval from the GSA Executive Board, along with the required signatures from the dean of graduate studies. **All reimbursements must be submitted within 30 days of the returned date of your trip. If any fees are incurred due to cancellations and changes, the department will be responsible for these fees.**



NCCU GSA Constitutional Regulations

Article IX—TRAVEL

Section 1. Eligibility

NCCU GSA and the School of Graduate Studies has a commitment to graduate and professional students by providing support for travel and other expenses to professional conferences, scholarly presentations, and workshops. The following stipulations apply to applicants requesting travel funds:

1. If research will be presented at the conference, the applicant must be a current graduate student at North Carolina Central University.
2. Applicants may only submit a grant application for one conference per school year.
3. Award money may only be applied towards the conference and its formalities.
4. Applicants may only apply if they will travel during the dates specified for the current academic year.
5. GPA requirements: Law students must have at least a 2.0 and other graduate or professional schools must have a 3.0.

Section 2. Evaluation Criteria.

In considering requests for student funding throughout the year, members of the Travel Committee must consider the following criteria at least eight to twelve weeks in advance of the proposal date:

1. Is the applicant making formal presentation as part of the official conference program?
2. Has the applicant participated in and/or supported functions sponsored by NCCU GSA?
3. Has the applicant completed a 150-word essay expressing why they should be allowed to attend if they are not presenting?

The Travel Director must seek consultation with the President to recommend other evaluation criteria.

Section 3. Priority

Students presenting at a conference or workshop as part of the official conference program will have the first priority.

Section 4. Travel Application

The NCCU GSA Travel Application must include the date, location, cost, and the purpose of the trip. The applicant must also complete all other items deemed appropriate by the NCCU GSA Travel Director.



Section 5. Presentation Requirements

Graduate Students funded by NCCU GSA and the School of Graduate Studies must present at the NCCU Graduate Research Day. If the trip takes place after Graduate Research Day, the participant must present at the request of NCCU GSA. In the event that the applicant does not present at Graduate Research Day, the applicant will be required to repay all money back to the School of Graduate Studies.

Section 6.

Final Authorization & Notification of Approval

GSA has the discretion to choose to pay for travel, lodging, meals, baggage, or a percentage of the entire trip.

- ✦ The dollar amount of awards will be recommended by the NCCU GSA Travel Director and graded by the School of Graduate Studies.
- ✦ Once the completed Travel Authorization Form has been received by NCCU GSA, the NCCU GSA Travel Director will submit the Travel Authorization Form to the Dean of Graduate Studies for Authorization.
- ✦ After approval of the Dean, the paperwork will then go to the Vice Chancellor of Budget and Finance for final approval.
- ✦ Once the Vice Chancellor of Budget and Finance has given final authorization, the Travel Authorization Form will be sent over to the Travel Office.
- ✦ Please contact the one of the following personnel in the NCCU Travel Office to check the progress of your Travel Authorization Form.

Debbie Lell
23 Shepard Administration Building
dlell@ncu.edu
919-530-6340

Alfreda Johnson
23 Shepard Administration Building
aljohnson@ncu.edu
919-530-6891



North Carolina Central University Travel Helpful Hints

Before the trip:

- ✦ Complete a Travel Authorization making sure that all anticipated expenses are listed before travelling. Provide all pertinent information regarding the travel. If traveling internationally, make sure you provide a complete international check list, insurance card, and a copy of passport. Travel authorization should be approved by the budget authority and the traveler's supervisor before travelling.
- ✦ Determine your method of transportation. See attached Traveling information if travelling by air.
- ✦ Determine whether reservations and/ or prepayments will be necessary. Prepayments may include registration fees and air travel expenses. These prepayments are requested by checking yes on your Travel Authorization Form. Once the authorization request has been approved we will send the invoice/registration form to the conference or Bursar's office, whichever you choose.
- ✦ Make travel arrangements early to secure attractive prices for lodging, air and other forms of transportation.
- ✦ Plan ahead and allow at least 14 business days to apply for a travel advance.
- ✦ **Full travel advances are available only to Students who have a Faculty/Staff Member claiming all expenses.** Faculty/Staff are eligible for airline and registration advances. If a Faculty/Staff member has been issued a University American Express Card, they are not eligible for travel advances unless a written justification is provided. Travel advances for students (hotel and per diem) will not be issued earlier than ten days before departure.
- ✦ Review transportation policies affecting use of personal car, rental car and taxis.
- ✦ Meals Per Diems:

In-State	(B) \$8.00	(L) \$10.45	(D) \$17.90
Out-of-State	(B) \$8.00	(L) \$10.45	(D) \$20.30
International	http://www.state.gov/m/a/als/prdm		
- ✦ Standard mileage rate is 55.5 cents if travel is less than 100 miles and \$.30 if travel is over 100 for private car mileage. If you request a motor fleet vehicle and are denied you are eligible to use your private car and receive the higher mileage rate. A written denial from Motor Fleet must be attached to Travel Authorization Form. Practice good judgment and prudence when incurring expenses. Luxury rooms, personal services, and other expenses will not be reimbursed.
- ✦ Learn basic policies which apply to state guidelines for gravel so you can avoid personal costs. You can request a copy of the State and University's policies and
- ✦ procedure manuals from the Travel Office.



North Carolina Central University International Travel Checklist Faculty, Staff, Students

Prior to planning any University-sponsored international travel, NCCU faculty, staff and students must thoroughly read and initial the following policies. For credit-bearing study abroad programs and noncredit-bearing cultural enrichment abroad programs, please contact the Office of International Affairs for the appropriate guidelines and forms.

- Travel is prohibited to countries under a U.S. Dept. of State (DOS) Travel Warning and University funds may not be used for such travel. Travel in transit through an airport in a country under a Travel Warning is also prohibited. To view the list of countries with Travel Warnings, visit the DOS website at <http://travel.state.gov/>. Faculty, staff and students are responsible for reviewing all alerts, notices, advisories, and warnings issued by the DOS, the Centers for Disease Control and Prevention (CDC), and/or the World Health Organization (WHO) for the travel country, both prior to and during travel. Since the University cannot guarantee safety abroad, all faculty, staff, and students who travel are responsible for their own personal safety and must take an active role becoming informed about the potential hazards or risks associated with travel to the country where they are going.
- Travelers must possess a valid passport. Many foreign immigration officials require passports to be valid six months beyond the end of travel. Passport application and renewal information is available on the DOS website at <http://travel.state.gov/>.
- Travelers are responsible for obtaining any required entry visas. Foreign embassy/consulate information can be found through the DOS at <http://www.state.gov/s/cpr/rls/dpl/32122.htm>.
- Travelers are responsible for obtaining any immunizations/medications required for the country to which they plan to travel. Travelers' health information can be found on the CDC website at <http://www.cdc.gov/>.
- Travelers are required to obtain HTH insurance coverage for international travel. Contact Business & Auxiliary Services.
- If traveling by a foreign airline, travelers should verify that the foreign airline's aviation standards comply with FAA standards for international air travel. Country specific information is available on the DOS website at <http://travel.state.gov>.
- Travelers are advised to register their travel plans with the DOS at <https://travelregistration.state.gov/ibrs/ui/>.
- Travelers are advised to purchase trip/flight insurance. Authorized University officials may cancel/postpone any trip deemed unsafe. The University will not be responsible for the financial penalties resulting from trip cancellation.

Traveler's Contact Information

Traveler's Address Abroad:

Traveler's phone abroad: _____

Email: _____

Dates of Arrival: _____

Traveler's emergency Contact at NCCU:

Department: _____

Phone: _____

Email: _____

Traveler's Acknowledgement:

I have read the above-mentioned policies and procedures regarding international travel and I agree to comply with said policies and procedures. Furthermore, I agree to release, waive liability, hold harmless, discharge, and indemnify North Carolina Central University, the UNC Board of Governors, University officials, employees, agents, and volunteers from any liability, claim, demand, costs, or expenses that may be asserted arising from or by reason of personal injury; illness; property damage; any cause or occurrence beyond the control of the University or its agents, including natural disasters, wars, civil disturbances, terrorist acts; or other consequences or events arising from my travel abroad. This release also binds my parents, siblings, heirs, executors, successors, and assignees.

Traveler's Name (Please Print)

Signature

Date

Verification / Approval / Authorization:

Department Chair (Please Print)

Signature

Date

Faculty/Staff Travel Advisor (Please Print)

Signature

Date

Office of International Affairs (Please Print)

Signature

Date

Office of the Provost (Please Print)

Signature

Date



**NORTH
CAROLINA
CENTRAL
UNIVERSITY**
FOUNDED 1910

820#: _____

Date of Birth: ____/____/____

Please circle prefix: Mr. / Mrs. / Ms.

Business Traveler Profile

PERSONAL DATA:

Date _____

Traveler's Name _____ Title: _____
(as it appears on driver's license)

E-mail Address: _____

Division: _____

Assistant's Name: _____ Phone # _____

Asst. E-mail Address: _____

Office Name/Location: _____

Office Mailing Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Office Fax #: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Home Fax #: _____

Emergency Contact: _____

Relationship: _____ Phone # _____

CREDIT CARDS:

Card Number used for business travel: _____

Card Type: _____ Exp. _____

Name as it appears on card: _____

Card Number used for personal travel: _____

Card Type: _____ Exp. _____

Name as it appears on card: _____

AIRLINE:

Seating request:
(please check preference) Aisle Window Center

Aircraft section preferred: Front Middle Rear Bulkhead: Yes No

Are you qualified and willing to accept exit row seats? Yes No



**NORTH
CAROLINA
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FOUNDED 1910

Business Traveler Profile

Special Service Requests: _____

Special Meal Requests: _____

PASSPORT INFORMATION:

Issuing Country: _____ Number: _____ Expires: _____

Country of Citizenship: _____ Date of Birth: _____

Current Visa Countries: _____ Expires: _____

Current Visa Countries: _____ Expires: _____

AUTHORIZATION:

The undersigned traveler and the Company hereby authorize Prestige Travel and American Express Travel Related Services Co., Inc. (Amexco) to charge to the credit card account, as indicated on this form, for any business travel transactions requested by the undersigned traveler or his authorized agent via telephone or letter while the account is in effect.

Signature of Traveler

Signature of Authorized Agent (University Travel Director)

Date



NCCU Travel Authorization Form

Form must be completed and submitted electronically with no missing information.

Travel for: NCCU Employee NCCU Student Candidate Non State Employee

Name of Traveler			NCCU Banner ID #	
Department			Prepared by	Ex
Destination			Travel Type:	
Dates of Travel:	Departure Date & Time			Return Date & Time
Purpose of University Travel				
<input type="checkbox"/> Professional Development	<input type="checkbox"/> Athletics	<input type="checkbox"/> Student Recruiting	<input type="checkbox"/> Misc Travel (candidate, etc.)	<input type="checkbox"/> Operational or blanket (1 month)

Expenditure Items

Mark an (X) on all items claimed under NCCU Travel Regulations.

		Estimated Cost or Max Allowable	Travel Office Only Account Code
<input type="checkbox"/> Mileage (personal vehicle)	_____ total mileage for the trip	\$ _____	1. _____
		\$0.545/mi ≤ 100 miles/trip	
		\$0.330/mi > 100 miles/trip	
<input type="checkbox"/> Ground (Bus, Taxi, Train)	_____	\$ _____	2) _____
Rental Car	Rental cars are processed through the Purchasing Department, typically via a standing PO for the dept. for the fiscal year.		
<input type="checkbox"/> Airfare	\$ _____ total charge	\$ 0.00	3) _____
Payment Info (Airline name):	_____		
<input type="checkbox"/> Lodging	# of rooms _____ # of nights _____ \$ _____ per night	\$ 0.00	4) _____
Payment Info (Hotel name):	_____		
	(Must attach Hotel Reservations)		
<input type="checkbox"/> Registration Fee	_____	\$ _____	5) _____
Payment Information	_____		
	(Must attach Registration Form)		
<input type="checkbox"/> Meals (per diem)	employee: _____ days x \$ 38.30 /day In-State	\$ 0.00	6) _____
	employee: _____ days x \$ 41.00 /day Out-of-State	0.00	7) _____
Cash Advance for _____	\$ _____ /day _____ # of days _____ # of _____	\$ 0.00	8) _____
Cash Advance for _____	\$ _____ /day _____ # of days _____ # of _____	\$ 0.00	9) _____
Cash Advance for _____	\$ _____ /day _____ # of days _____ # of _____	\$ 0.00	10) _____
<input type="checkbox"/> Other (Parking, Tolls...)	_____	\$ _____	11) _____
Estimated Total Cost of Trip		\$ 0.00	
Total Requested Prepayments + Cash Advance:		\$ _____	

Authorization

I certify that my travel is necessary and directly related to University business. I agree that if requesting reimbursement, I will (1) sign and complete a Travel Reimbursement Request Form, and (2) present lodging, transportation and all other original receipts which are required within 30 days of my return. If money is advanced, reimbursement form must be completed within 10 days of my return. In the event that I fail to repay the amount of the advance or complete a reimbursement form, I agree that the University may notify the Payroll Office to deduct the amount from my paycheck.

Acknowledgement by the Traveler and subsequent approvals now occur electronically within Eagles Purch.

Traveler Signature _____ Date _____