NCCU Graduate Student Association

Graduate Travel Funding Guide

Academic Year 2026-2027

Important Notices for 2026-2027

- **The School of Graduate Studies will not cover travel for international conferences for 2026-2027.**
- **Only students that are presenting their research are eligible to apply for travel for 2026-2027.**
- **Travel funding is on a first come first served basis. Apply as soon as possible. If you are unable to travel, please contact the School of Graduate Studies.**

Overview

The NCCU Graduate Student Association (GSA), in partnership with the School of Graduate Studies, offers travel funding to graduate and professional students presenting research at professional conferences, scholarly presentations, and workshops. Funding is discretionary and covers conference registration, conference membership, lodging, and travel up to the applicable maximum. Students will not receive any meal per diem or reimbursements for meals. Expenses beyond the maximum funding must be covered by the academic department, college, or school.

Submit your Travel Application a minimum of 8 to 12 weeks before your intended travel date. Alaska and Hawaii are not covered by the University.

Eligibility & Key Policies

Requirement	Detail
Enrollment	Must be a current NCCU graduate or professional student.
Presenting requirement	Only students presenting their research are eligible to apply for travel funding for 2026-2027.
Applications per year	One grant application per academic year, per student.
GPA minimum	3.0 GPA for all graduate/professional students, and the student must be in good academic standing.
Travel window	Travel must fall within the dates specified for the current academic year.
Approved travel dates	Students must submit their conference presentation date. SGS will only approve funding for the day before and the day after the presentation date. Travel is limited to a maximum of 3 days.
Minimum travel distance	Per University policy, lodging and meal subsistence generally require the travel destination to be at least 35 miles from the student's duty station or home.
Use of funds	The funds awarded may be used only for conference-related expenses and activities.
Excluded destinations	Alaska and Hawaii are not covered by the University. International conferences are not covered for 2026-2027.
Co-presenters	Maximum of two authors per presentation are eligible for travel funding to the same conference.

Requirement	Detail
Maximum funding period	Up to 2 academic years total for graduate (master's) students; up to 3 academic years total for doctoral students.
Total amount covered	Up to $1,000 per student for in-state travel, or up to $1,500 per student for out-of-state travel, per academic year.

Only students that are presenting their research are eligible to apply for travel funding for 2026-2027.

Funded travelers are required to present at the Graduate and Undergraduate Research Symposium (**GURS**). If travel occurs after **GURS**, the student must instead present at 3 Minute Thesis (**3MT**) or another event as directed by GSA. Failure to fulfill this requirement means repaying all funds awarded.

Funding Eligibility Period

Effective the 2026-2027 academic year, graduate students may receive School of Graduate Studies travel funding for a maximum of two academic years total, and doctoral students for a maximum of three academic years total. Students who have reached their applicable limit are no longer eligible for travel funding through the School of Graduate Studies, regardless of presentation status or prior participation in GSA events.

This limit is intended to keep the travel funding process fair and equitable across the graduate student body. Because funding is limited, it allows the School of Graduate Studies to support a broader group of students in presenting research and attending professional conferences.

Students who have reached the maximum eligibility period are encouraged to pursue additional funding through their academic department, faculty advisor, or external sources.

What Travel Funding Covers

The School of Graduate Studies provides travel support for the following expenses, up to the applicable maximum ($1,000 in-state / $1,500 out-of-state):

- Conference registration
- Conference membership
- Lodging
- Travel (e.g., airfare or mileage)

Students will not receive any meal per diems or reimbursements for meals. Baggage fees, taxi/rideshare, parking, and other incidental costs are also typically not covered by this funding.

Expenses beyond the funding maximum must be covered by the academic department, college, or school.

Additional Expenses

Meals, baggage fees, taxi/rideshare, and parking are not covered by GSA or School of Graduate Studies funding. These expenses are the responsibility of the student and/or their academic department. Mileage for personal vehicle travel remains reimbursable; the mileage rate below applies to official travel on or after July 1, 2026.

Expense	Typical Cost / Rate
Meals	Not covered; no meal per diems or reimbursements are provided
Baggage fees	Not covered

Expense	Typical Cost / Rate
Taxi/Rideshare	Not covered
Parking	Not covered
Mileage (personal automobile)	$0.76 per mile

University Meal Rates: Reference Only

The School of Graduate Studies (SGS) does not cover meals. The table below reflects the official State of North Carolina subsistence rates for meals during overnight travel status and should be used only in the event that meals are separately covered by your academic department or college. The meal allowance includes tips.

Meal	Eligibility Criteria	In-State	Out-of-State
Breakfast	Depart before 6:00 AM (day extended by 2 hours)	$10.60	$10.60
Lunch	In overnight status; depart before noon on day of departure, or return after 2:00 PM on day of return	$14.00	$14.00
Dinner	Depart before 5:00 PM, or return after 8:00 PM (day extended by 3 or more hours)	$24.40	$27.70

Funding Guidelines

- Travel funding is available for up to $1,000 (in-state) or $1,500 (out-of-state) per student per academic year, subject to funding availability, and is awarded on a first-come, first-served basis.
- Apply as soon as possible. If you are unable to travel after applying, please contact the School of Graduate Studies.
- Submission of a funding request does not guarantee that all requested expenses will be approved or reimbursed.
- The School of Graduate Studies determines the amount awarded based on available funding and the reasonableness of the expenses for the proposed travel.

GSA Event Participation Requirement

Approved travelers must participate in at least one of the following GSA events during the current academic year:

- 3 Minute Thesis (**3MT**)
- Graduate and Undergraduate Research Symposium (**GURS**)

Required Application Materials

A complete Travel Application includes the items below, plus your personal information, conference details, and travel preferences.

Required Item	Notes
Business Traveler Profile	All travel applicants must complete a traveler profile before receiving travel approval. Please complete the profile by visiting our forms page.
Conference Presentation Date	Students must submit the specific date of their conference presentation. The School of Graduate Studies will only approve funding for the day

Required Item	Notes
	before and the day after the presentation date. Travel is limited to a maximum of 3 days.
Flight Itinerary or Mileage	Flight itinerary/receipt with name, dates, and cost, OR a mileage map (Google Maps/MapQuest) for personal vehicle travel.
Hotel Receipt	A paid hotel receipt is required. Reservation confirmations alone are not accepted. The University prefers to pay for lodging directly whenever possible.
Conference Registration Details/Receipt	Confirmation or paid receipt/invoice showing the full amount.
Conference Itinerary or Agenda	Copy of the conference schedule/program.
Résumé	Current copy.
Research Proposal or Abstract	Copy of the proposal/abstract being presented.
Conference Acceptance Letter	Official letter or email from the conference organizers confirming that your abstract, paper, or proposal has been accepted, including the presentation format (e.g., oral presentation, poster session, panel). This document is required to verify presenter status, since travel funding priority is given to students formally presenting on the official conference program.

Also required before travel approval:

- Hotel incidental acknowledgment: you must be able to present a personal debit/credit card at check-in for incidental charges; the University does not cover incidentals (room service, minibar, late check-out, etc.).
- No travel advances. Per University policy, cash travel advances are not issued to students. All approved expenses are paid through TravelMax or the applicable University process; students do not receive advance funds.

Booking Through TravelMax & Itinerary Changes

All travel arrangements must be made through North Carolina Central University's travel agency vendor, TravelMax. Applications must be submitted 8 to 12 weeks prior to the date of expected travel. No reimbursements will be granted for students who make their own travel arrangements.

Airfare and hotel accommodation for University-approved travel are booked and ticketed by TravelMax in accordance with your approved travel authorization and itinerary. To avoid reimbursement issues, travelers must follow the guidance below.

- Travel exactly on the approved itinerary. Arriving or departing on different dates, or making separate travel arrangements outside the approved itinerary, is considered a unilateral decision and is not covered by the University's travel authorization, and those additional expenses are not eligible for reimbursement.
- Do not cancel TravelMax reservations on your own. Airfare and hotel bookings made through TravelMax are frequently non-refundable; if you cancel them independently, the University remains financially responsible for those charges, and any separately arranged travel you book instead will not be reimbursed as a duplicate expense.
- Request itinerary changes before canceling anything. If your travel dates or arrangements need to change, contact the School of Graduate Studies first to request the change, not TravelMax directly, and not after reservations have been finalized or canceled. Change requests must be submitted within 24 hours of receiving your travel confirmation; after that window, changes typically can't be made. However, additional requests should be submitted at least seven (7) days before departure whenever possible.
- Upload proof of payment, not just confirmations. Reimbursement documentation must include receipts that show airfare and lodging were actually paid for. A conference registration receipt or hotel reservation confirmation alone does not demonstrate that airfare or lodging was purchased.

- Cancel your own hotel reservation when required. Whenever a change to university travel is requested before the hotel has been paid in full, it is the traveler's responsibility to cancel that hotel reservation. The University is not responsible for charges on a reservation the traveler failed to cancel.
- The University prefers to pay for expenses internally. Whenever possible, airfare, lodging, and other approved expenses should be paid directly by the University (through TravelMax or the applicable University process) rather than out of pocket by the student, to avoid the delays and risks associated with reimbursement.
- Change fees and cancellation penalties may be the student's responsibility. Depending on how close to departure a change or cancellation request is made, any resulting change fees or cancellation penalties may be charged to the student rather than the University.
- Students who do not follow through on approved travel are responsible for the resulting costs. A student who is approved for travel funding but does not attend the trip or conference as approved, without an authorized cancellation, is responsible for reimbursing the University for any non-refundable expenses incurred on their behalf.
- Exception for circumstances beyond the traveler's control. The University may cover cancellation penalties in cases of accidents, serious illness, death in the immediate family, or other critical circumstances beyond the student's control. Contact the School of Graduate Studies as soon as possible if this applies to you.
- Group travel documentation. When two co-presenters travel to the same conference, the School of Graduate Studies must receive a complete list of travelers, along with any additional documentation requested as part of the reimbursement review.
- Reimbursement is limited to reasonable, approved, non-duplicate expenses. Charges resulting from a traveler's independent decision to deviate from the approved itinerary, including any resulting non-refundable losses, are the traveler's responsibility, not the University's.

Reimbursements

- Reimbursements require prior approval from the GSA Executive Board and required signatures from the Dean of Graduate Studies.
- Expense reports must be filed within 15 working days of the traveler's return date, per university policy. Late submissions must include a written explanation for the delay and may be denied.
- Reimbursement processing does not begin until at least 30 days after travel is completed.
- Selecting a travel support need does not guarantee approval; requests are reviewed case-by-case against the School of Graduate Studies' allowable expense allocation.
- Cancellation or itinerary-change fees are the responsibility of the traveler or their academic department.
- Personal-vehicle mileage is reimbursed from NCCU as the point of origin, unless the traveler's home address is closer to the destination.
- Whenever possible, book lodging and pay registration/membership fees through the University to minimize out-of-pocket costs and avoid delays.

Approval Process

Once your application is complete, it is routed through the following steps:

- Submitted to the GSA Advisor and Dean of Graduate Studies for review and authorization.
- Award amount determined by the School of Graduate Studies Budget Officer and GSA Advisor.
- Approved by the Dean of Graduate Studies for final approval.
- Once authorized, the request is forwarded to the University Travel Office for processing.

Contact the GSA Advisor to check the status of your Travel Approval.

Application Limits

- Only one grant application is permitted per academic year, per student.
- A maximum of two authors per presentation are eligible for travel funding to attend the same conference.

Contacts

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This guide summarizes the NCCU GSA Travel Application for planning purposes. Refer to the official Travel Application form and NCCU GSA Constitutional Regulations (Article IX) for complete, binding requirements.