GSA Travel Grant Policy

Eligibility

- Students must present at the conference (oral, poster, or equivalent) to be eligible for a GSA travel grant. Field trips, training, coursework or invited talks will not be funded.
- Only complete applications submitted at least 45 days before the travel start date will be considered. Applications submitted with less than a 45-day timeframe will be considered at the discretion of the committee.

Application Review & Decision Timeline

- GSA will review eligible applications and communicate decisions between 30 and 44 days prior to the travel date
- Applications submitted after the 45-day deadline will not be reviewed
- All applications will be treated equally, regardless of the number of times an applicant has applied.

Multiple Applications for the Same Conference

- If multiple applications are submitted for the same conference, GSA reserves the right to:
    - Request applicants to reconsider or revise their budgets, and/or
    - Encourage cost-sharing or coordinated travel arrangements, where appropriate

Maximum Funding Limits

Total Budget Cap (Per Degree Program)

- Master's (2-year program): Maximum total funding of $2,000
- PhD (5-year program): Maximum total funding of $5,000

Maximum Number of Supported Travels

- Master's (2-year program): Up to 2 funded trips
- PhD (5-year program): Up to 5 funded trips

Important: In all cases (including degree extensions beyond the standard timeline), neither the total budget nor the maximum number of funded trips may be exceeded. If a student completes a master's degree and is then admitted to a PhD program, the two degrees will be considered separately.

Abstract Status & Conditional Approval

- Students may apply for funding even if the abstract has been submitted but not yet accepted
- In such cases:
    - GSA may issue a conditional approval
    - Final approval and release of funds will occur only after official abstract acceptance is submitted

Individual Travel Maximum (Per Trip)

- Domestic travel: Up to $1,500
- International travel: Up to $2,500

Allowable Budget Lines

Registration Fee

- Early registration is strongly encouraged

- GSA will consider the lowest available registration fee during budget review

Airfare

- Funding will be based on the lowest reasonable airfare available at the time of review
- Applicants should compare direct flights versus transit options and select the cheapest reasonable option

Rental Car

- No luxury or premium vehicles are allowed
- Applicants must select the cheapest available option or one with only a minimal price difference

Rental Car Fuel

- Fuel reimbursement will be calculated based on travel distance
- Gas receipts are required
- Only reasonable and justified fuel expenses will be reimbursed

Rideshare

- Reimbursement is limited to travel between the approved accommodation and the conference venue; other local travel will not be covered
- For a single traveler, rideshare is not allowed if public transportation is available

Accommodation

GSA will support decent and cost-effective lodging options. Students are encouraged to use platforms such as Booking.com, Airbnb or similar services to find the most economical choice. Choose the most cost-effective option below:

- Staying within walking distance of the venue or at the conference hotel
- Renting a car and staying within 30 miles of the venue (often cheaper for group travel or longer stays)
- Staying within 15 miles and using rideshare services

Per Diem

- Per diem will be reimbursed according to the current approved rate

Presentation Materials

- Up to $50 may be reimbursed for presentation materials, based on necessity

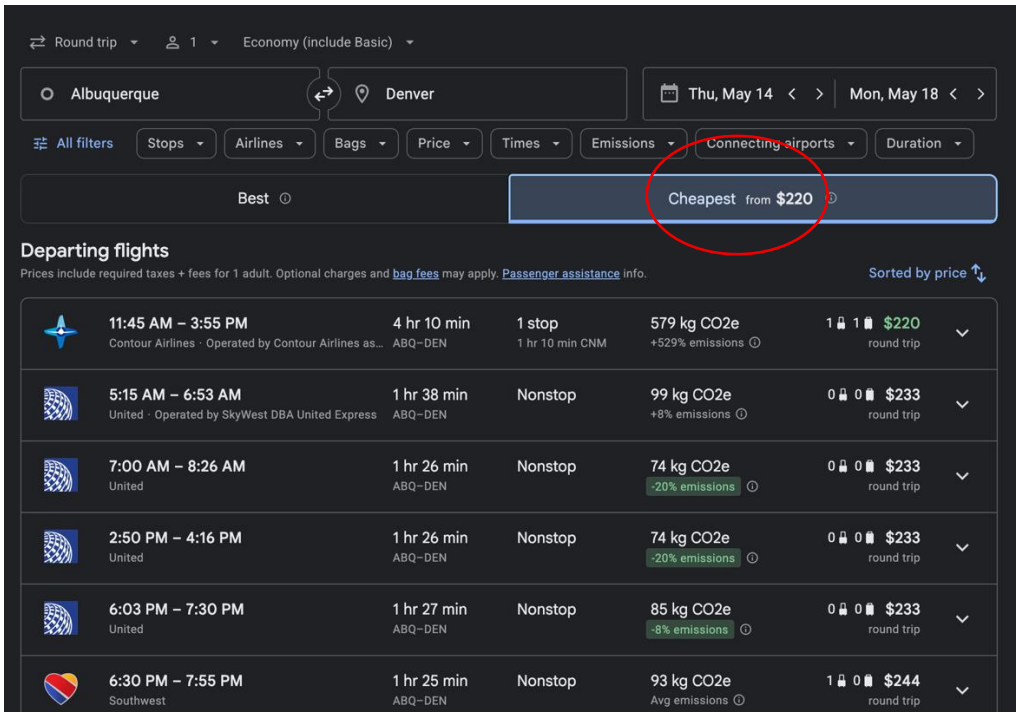
Other Expenses

- Other expenses may be considered on a case-by-case basis, subject to justification and GSA approval

Final Notes

- GSA reserves the right to adjust or deny funding if expenses are deemed unreasonable or inconsistent with this policy
- All reimbursements require proper documentation and receipts
- Submitting photos and feedback (describing how GSA supported them) is mandatory with the reimbursement

Tips: If a student provides a price comparison (as shown below) and selects the lowest available option, the chances of receiving full funding for that line item is higher.



Taken from google flights



Taken from booking.com

Supervisor Form Addition:
Is the project funded?
Have you allocated budget for travel in the proposal?
If yes, how much can you support from there?