

Department of Statistics Policy on Graduate Student Travel Support

The Department of Statistics administers the **Gary G. Koch and Family Graduate Student Travel Award Fund**. The fund is designated to support graduate student travel to professional conferences/meetings to present their research as a contributed or invited paper or as part of a poster session. This includes participation in virtual meetings. The research may be related to GRA duties, may be part of their dissertation, or may be other research entirely.

The amount of funding available to a student from the fund is determined by the following rules:

- (a) **Matching Funds** - If a graduate student can access funds from other sources of funds (their advisor, the conference, an external grant, an American Statistical Association (ASA) travel Award, the Graduate School, etc.) to support an eligible trip, funds will be provided from the **Gary G. Koch and Family Graduate Student Travel Award Fund** to match these additional funds up to a total match of **\$500 per trip**. A student can use this means of support no more than three times.

AND

- (b) **Without matching funds** - A graduate student can use up to **\$500** from the **Gary G. Koch and Family Graduate Student Travel Award Fund**. A student can use this means of support only once during their graduate career.

Following these rules, a graduate student could receive a maximum of \$1,500 in Koch travel funds over the course of their graduate career (more only under special circumstances and approved by the chairperson).

To request travel support from the **Gary G. Koch and Family Graduate Student Travel Award Fund** under either of these criteria, a graduate student **must** complete the Form to Request Graduate Student Travel Support and submit the completed form to Michael Jeter (jeter.7@osu.edu) **at least three weeks prior** to travel.

Michael will contact you soon after he receives the request form to provide instructions on how to make travel related purchases such as airfare, hotel reservations, conference registration fees, etc.

Once you have returned from giving your talk or poster presentation using the **Gary G. Koch and Family Graduate Student Travel Award Fund**, please send a thank you note to Gary Koch for the matching support that you received from the fund. Gary and his family have been very generous to the department. Sending a thank you note is common courtesy. Please let Gary know where and when you gave your talk or poster presentation, the title of your presentation, and a **SHORT** description of your research. You should also mention the source for the other half of your matching funds. Gary's address is:

Professor Gary Koch
Department of Biostatistics
Gillings School of Global Public Health
University of North Carolina
3106B McGavran-Greenberg Hall
Campus Box 7420
Chapel Hill, NC 27599

Department of Statistics

OSU Travel Policy & Procedures

1. Fill out the Request for Graduate Student Travel Support Utilizing Koch funds. The faculty member providing the matching support can let Michael Jeter know which funds to use. If external support (e.g., ASA travel award), please indicate on the form and leave the worktag (payment field for internal office use) field blank.
2. After completing the form and having your advisor sign, please send an electronic copy to our departmental travel request initiator (Michael Jeter, jeter.7@osu.edu). The form should be completed at least three weeks prior to domestic travel and seven weeks for international travel.
3. After the chairperson signs the form, Michael Jeter will let you know it's time to fill out your OSU Travel Request form which also has to be approved before you leave on your trip. He can help you fill out your estimated travel expenses on the request and answer any questions about the process.
4. Michael Jeter will electronically submit the travel request via Workday and obtains preapproval (Spend Authorization number) for your trip.
5. Students can use Corporate Travel Planners (CTP) and login to Concur Online Booking Tool to make airfare arrangements. Students are not required to use CTP, but it is strongly recommended. [Contact a Travel Agent | Office of Business and Finance \(osu.edu\)](#)
6. **Itemized receipts and proof of payment are needed** for travel reimbursement, so make sure that you keep all your paper receipts. If you are using a website, print out each transaction separately (i.e., one for your airfare, one for your hotel, etc.)
7. As soon as possible after your return, you will need to fill out the OSU Travel Reimbursement form and attach your documented itemized receipts and proof of payment and submit it to Michael Jeter.
8. The department electronically submits the travel reimbursement via Workday for processing, final approval, and payment.
9. Your reimbursement will show up as a direct deposit in your checking account.
10. Please send a thank you note to Gary Koch, see the last paragraph on page 1.