

Department of Statistics Policy on Graduate Student Travel Support

The Department of Statistics has the **Gary G. Koch and Family Graduate Student Travel Award Fund** designated for support of graduate student travel to professional conferences/meetings to present their research as contributed or invited papers or as part of poster sessions. The research can be related to GRA duties or be part of their dissertation.

The amount of funding available from the fund to a student 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 ASA or IMS 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 twice.

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 chairman).

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 (see attached OSU travel policy and procedures) and submit it to the departmental office **at least three weeks prior** to travel. He/she **must** also complete the necessary University travel forms by the appropriate deadlines (both prior to traveling and after the conference/workshop) to receive the approved reimbursement.

Effective July 1, 2016 until notification of any change

Form to Request Graduate Student Travel Support

Student Name: _____

Name and Place of Conference/Workshop: _____

Dates of Conference/Workshop: _____

Form of Conference/Workshop Participation: _____

Title of talk if applicable: _____

GRA Supervisor or Dissertation Advisor: _____

Expected Budget (Travel, Lodging, Per Diem Meals, Registration Fees, etc.) for the Conference/Workshop:

Amount of Travel Support from Independent Source: _____

Source of Independent Travel Support: _____

Chartfield of Independent Travel Support:

Org	Fund	Project	Program	User Defined
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Koch Travel Award Amount-Match up to \$500.00: _____

Signatures: _____
Graduate Student Faculty Advisor Date

Statistics Chairman Date

Department of Statistics

OSU Travel Policy & Procedures

1. Fill out the Form to Request Graduate Student Travel Support.
2. After filling out the form and having your advisor sign, please give it to our departmental travel request initiator (Kathy Royer) in 404 Cockins. The deadline for travel support requests to go to JSM is **June 30th**.
3. After the Chairman signs off on the form the departmental travel request initiator 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 expenses travel expenses on the request and answer any questions.
4. Department electronically submits the travel request via the OSU eTravel system and obtains preapproval for your trip.
5. Itemized receipts and proof of payment are needed for travel reimbursements so make sure you keep all of your paper receipts. If you are using a website print out each transaction i.e. one for your airfare, one for your hotel, etc.
6. 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. Please work with our departmental travel reimbursement initiator in 404 Cockins.
7. The Department electronically submits the travel reimbursement via the OSU eTravel system to the ASC Business Services Center for processing, final approval, and payment.
8. Your reimbursement will show up as a direct deposit in your checking account.
9. Please send a thank you note to Gary Koch, see next paragraph.

Graduate Student Presenters Using Matching Department Travel Funds

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 which was established by generous support from Gary and his family. Please let Gary know where and when you gave your talk or poster presentation, the title of your presentation, the amount of match provided by our Fund, 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:

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