

GPSA TRAVEL CLINIC

Tuesdays, 11AM to 1PM and by appointment

Please contact gpsa@etsu.edu to schedule your appointment

Yoakley Hall

3rd floor Conference Room

We are offering a travel funding clinic for GPSA members to provide support for filling out the application for funding, travel authorization forms, as well as the travel claims.

You can visit the “Transportation Funds” tab on the GPSA website for detailed videos to walk you through filling out the authorization form and travel claim.

<https://www.etsu.edu/gradschool/gpsa/travelfunds.php>

WHAT WILL I NEED TO BRING WITH ME?

SEEKING ASSISTANCE WITH THE APPLICATION FORM

- The form should be filled out completely and should include money received from your department or other funding sources.
- If you are presenting, you will need to have proof of confirmation that your presentation has been accepted.
- Please do not forget your advisor’s signature on the application form.
- The documents should be printed out, as well as accessible online.

SEEKING ASSISTANCE WITH THE TRAVEL AUTHORIZATION FORM

- You will need to complete the authorization forms two weeks before travel.
- Bring in all available receipts (hotel estimations, meals & incidentals, trip optimizer, etc.)
- Please do not forget to have the signatures on the form.
- The documents should be printed out, as well as accessible online.

SEEKING ASSISTANCE WITH THE TRAVEL CLAIM

- The travel claim needs to be submitted immediately after travel.
- The forms need to be filled out, and you need to include ALL receipts, indicating that the balances have been paid in full.
- Please do not forget to have the signatures on the form.
- The documents should be printed out, as well as accessible online.