

Date: July 1, 2024

College of Education, Health & Human Sciences (CEHHS)

Graduate Student Travel Support

---

Travel support is effective for all CEHHS graduate students. There are three ways to request supporting travel funds to help with scholarship presentations, papers, posters, or abstracts at professional meetings.

**Travel Support Sources:**

1. The CEHHS Travel Award
2. The Graduate Student Senate Travel Award
3. The CEHHS Financial Supplemental Travel Award

**1. CEHHS Travel Award**

This Travel Award provides students with financial support of up to \$100 for travel expenses. CEHHS graduate students are eligible to apply for this award. The following outlines the steps for this support.

- a) Fill out the CEHHS Travel Award Request Form completely and accurately. Incomplete or incorrect information will be returned for correction, causing delays in processing.
- b) Obtain appropriate approval from your department. This is a mandatory step before forwarding the request form for CEHHS approval.
- c) Once departmental approval is obtained, your departmental travel representative will forward the approved request form to the office of Dr. David Cihak ([dcihak@utk.edu](mailto:dcihak@utk.edu)) for final funding authorization. Please include Ms. Meghan Spillers ([mspillers@utk.edu](mailto:mspillers@utk.edu)) when submitting the Travel Award Request Form for final funding authorization.
- d) After authorization from Dr. David Cihak, the form will be returned to your departmental travel representative for final processing.

Important links and notes:

- Ensure all details are correct and complete before submission to avoid delays
- To apply for this fund, please visit [CEHHS Travel Award Request Form](#)
- For more information visit CEHHS' Student Support website [here](#)
- For detailed guidelines and additional information on this travel award process, please read attached [Appendix A](#)

**Office of the Dean**  
**College of Education, Health & Human Sciences**  
335 Claxton Complex Knoxville, TN 37996-3400  
865-974-2201 865-974-8718 fax [cehhs.utk.edu](mailto:cehhs.utk.edu)

## 2. Graduate Student Senate Travel Award (GSS)

Students can also seek support through the [Graduate Student Senate Travel Award](#), with deadlines set each semester, and utilize CEHHS travel support. It's important to note that all requests must be made before the travel dates and comply with all associated policies. For more information and the application process for this fund, visit the [Graduate Student Senate Travel Awards Guide](#).

## 3. CEHHS Financial Supplemental Travel Award

Students who have received confirmation of both the CEHHS Travel Award fund and the Graduate Student Senate (GSS) Travel Award are eligible to apply for supplemental funding.

The CEHHS Financial Supplemental Travel Award is intended to cover travel expenses not covered by other financial support, including departmental funding, the CEHHS Travel Award, and/or the GSS Travel Award. This is commonly referred to as the "funding gap." To apply for this award, please do the following:

- Visit the CEHHS' Student Support [website here](#).
- Navigate to the "Graduate Student Travel Support" section.
- Log in using your UT email credentials.
- Select the "Financial Supplemental Travel Award" option.

For more information, please review [Appendix B](#).

**Please note that you can only receive these funds once per year.**

In addition, you will use [Concur](#), at <https://travel.tennessee.edu>, which serves as UT's travel management system and is essential for processing requests. After your trip ends, you have 30 days to upload all your receipts either to the application site or Concur and submit for reimbursement.

If several students are presenting at the same event or conference, the amount of funding per student might be reduced to make sure everyone gets a fair share of support and is distributed equitably across departments and programs.

For additional information or questions, please contact:

- David Cihak, [dcihak@utk.edu](mailto:dcihak@utk.edu)
- Ms. Meghan Spillers [mspillers@utk.edu](mailto:mspillers@utk.edu)

## Appendix A.

### CEHHS Travel Award Request Application

Students can receive up to \$100 from CEHHS to support scholarship presentations, papers, posters, and abstracts at professional meetings. Each student is eligible for one CEHHS Travel Award per year. If you're applying for CEHHS travel support, please complete the request form [here](#).

[CEHHS Student Travel Support Information here.](#)

*Below is a preview of the questions that will be asked on the CEHHS Travel Award Request Application:*

- Traveler's CEHHS department
  - First Name
  - Last Name
  - Email Address
  - Phone Number
  - Indicate if you have applied for GSS funding support
  - Complete Conference Name
  - Conference Location (City and State)
  - Travel Departure Date
  - Travel Return Date
  - Title of Paper or Presentation
  - Please list the faculty associated with this presentation
  - Faculty Rank
  - Is the traveler requesting departmental funding for this trip?
  - Is the traveler requesting CEHHS funding for this trip?
- \*If yes, please remember to email your Departmental Travel Representative a copy of your acceptance letter.
- Estimated Airfare Cost
  - Estimated Ground Transportation Cost (personal auto, car rental, taxi, UT car)
  - Estimated Parking Cost
  - Estimated Lodging Cost
  - Estimated Meals Cost
  - Conference Fees
  - Other Costs associated with this travel
  - Total Travel Costs requested
  - Total Cost Requested From CEHHS
  - Upload Conference Acceptance Letter
  - In order to ensure proper routing for funding consideration, please select your Departmental Travel Representative from the list below.

If you are planning to apply for the Graduate Student Senate (GSS) Travel Fund, please click [here](#).

**Departmental Travel Representatives:**

NAME	EMAIL	DEPARTMENT
Beverly Fraley	<a href="mailto:bcate@utk.edu">bcate@utk.edu</a>	CHDFS
Diamond Leonard	<a href="mailto:dleona11@utk.edu">dleona11@utk.edu</a>	ELPS
Jonah Hall	<a href="mailto:jhall152@utk.edu">jhall152@utk.edu</a>	ELPS
Mervin Lawrence	<a href="mailto:mlawre23@utk.edu">mlawre23@utk.edu</a>	ELPS
Alley Haney	<a href="mailto:ahaney13@utk.edu">ahaney13@utk.edu</a>	KRSS
Christie Geren	<a href="mailto:cgeren2@utk.edu">cgeren2@utk.edu</a>	NUTR
Melissa Walker	<a href="mailto:mwalke28@utk.edu">mwalke28@utk.edu</a>	PUBH
Annette Beets	<a href="mailto:abeets@utk.edu">abeets@utk.edu</a>	RHTM
Katie Bookout	<a href="mailto:kbookout@utk.edu">kbookout@utk.edu</a>	TPTE
Ms. Meghan Spillers ( <a href="mailto:mspillers@utk.edu">mspillers@utk.edu</a> )	<a href="mailto:mspillers@utk.edu">mspillers@utk.edu</a>	Select only for Financial Supplemental Travel Award Fund

*After completing your application, we recommend checking with your departmental travel representative periodically to ensure proper approval signatures before your request is forwarded to the office of Dr. David Cihak for final fund authorization.*

## Appendix B.

### CEHHS Financial Supplemental Travel Award Request Application

The Supplemental Travel Award fund helps the students to cover the costs for their travel that are not covered by other financial support they've received from their department, CEHHS Travel Award, or GSS Travel Award. This is commonly referred to as the funding gap. **Each student is eligible for one CEHHS Supplemental Travel Award per year.**

To apply for this funding, please visit [CEHHS here](#), then go to Graduate Student Travel Support, after you login with your UT email credentials, you will select the option “*Financial Supplemental Travel Award*”.

Prior to requesting Supplemental funds, students must be ready to upload the following:

- Current CV
- Acceptance Letter from Conference
- Mentor Letter of Support
- The Graduate Student Senate (GSS) Travel Award confirmation letter

For this part of the form, the student must be the author or co-author of the presentation with confirmed acceptance by the indicated conference.

Before completing the application, you will be responsible for obtaining a Mentor Letter of Support. Instructions are listed on [Appendix C](#).

#### **Request for Mentor Letter of Support**

For the purposes of this application, your mentor letter of support should come from a UT faculty member who:

**a)** has knowledge of or participation in the research relevant to the travel request; or

**b)** has knowledge of the skills, perspectives, and goals of the applicant, and how the applicant's scholarship fits into the larger research field of study.

Additionally, students should provide the following information to their mentors when requesting a letter of support:

1. The name of the conference
2. The title of your presentation and/or the nature of the research
3. The purpose of the letter of support

After completing your trip, please provide all approved funding, and relevant receipts for your conference/trip expenses to your respective department so that your reimbursement can be processed.

**Reimbursement requests should be filed within 30 days of completing your trip.**

Questions about reimbursements should be directed to the students' departmental travel representative or Business Manager.

*Below is a preview of the questions that will be asked on the Financial Supplemental Travel Award Request Application:*

- Indicate “Yes or No” if information applies to you
- Select the traveler’s CEHHS department
- First Name
- Last Name
- Email Address
- Phone Number
- As a reminder, if you are filling out this form, you should have already applied for the GSS Travel Fund.  
\*Indicate Yes or No
- Complete Name of Conference
- Conference Location (City and State)
- Travel Departure Date
- Travel Return Date
- Title of Paper or Presentation
- Please list the faculty associated with this presentation
- Faculty Rank
- Is the traveler requesting departmental funding for this trip?
- Is the traveler requesting CEHHS Travel Award (\$100) funding for this trip?  
\*If yes, please remember to email your departmental travel representative a copy of your acceptance letter
- Estimated Airfare Cost
- Estimated Ground Transportation Cost (personal auto, car rental, taxi, UT car)
- Estimated Parking Cost
- Estimated Lodging Cost
- Estimated Meals Cost
- Conference Fees
- Other Costs associated with this travel
- Total Travel Costs requested
- Total Cost Requested From CEHHS
- Upload Conference Acceptance Letter

**Documents you will be required to upload:**

- The Graduate Student Senate (GSS) Travel Award confirmation letter
- Current Curriculum Vitae (CV)
- Mentor Letter of Support (Instructions are listed on [Appendix C](#))
- Conference Acceptance Letter

- Indicate any confirmed travel funding already approved for this conference (funding source and \$ amount).
- What is the remaining cost of the trip (approved travel request amount in Concur minus known approved funds)?
- Description of the Research and Financial Considerations
- Provide a description of your accepted presentation/research  
\*This can include the research question, purpose and rationale for the research, and potential impact on the field.
- Personal Statement  
\*Describe the relevance or impact of conference participation on your academic and/or professional development.
- Financial and Circumstances  
\*Please explain any circumstances or challenges you are facing that may make participation in the conference difficult without additional financial assistance
- Funding Need  
\*Please indicate the option that best describes your funding need
- Please provide the name and position/department of the individual who completed the Mentor Letter of Support
- Upload your Mentor Letter of Support
- Upload your GSS Travel Award Confirmation Letter
- Upload your current CV
- Upload Conference Acceptance Letter
- In order to ensure proper routing for funding consideration, please select Ms. Megan Spillers, [mspillers@utk.edu](mailto:mspillers@utk.edu)

If you are applying for the Financial Supplement Travel Award, and have any additional questions regarding this funding, please contact Ms. Megan Spillers, [mspillers@utk.edu](mailto:mspillers@utk.edu)

## Appendix C.

### Request for Mentor Letter of Support

CEHHS Graduate students who are applying for the CEHHS Financial Supplemental Travel Award are required to include a Mentor Letter of Support. For the purposes of this application, your mentor letter of support should come from a UT faculty member who:

- has knowledge of or participation in the research relevant to the travel request; or
- has knowledge of the skills, perspectives, and goals of the applicant, and how the applicant's scholarship fits into the larger research field of study.

Additionally, students should provide the following information to their mentors when requesting a letter of support:

1. The name of the conference
2. The title of your presentation and/or the nature of the research
3. The purpose of the letter of support