

## Student Travel Grant Policy and Procedure

The School of Nursing encourages students to participate in research and explore professional organization projects that enhance their educational experience and improve the lives of others. To that end and within budgetary constraints, the school offers limited travel grants to assist students presenting at conferences or for experiences that are integral to degree work.

### Policy

1. The School of Nursing will support all reasonable travel expenses for students who are asked by the school to attend an extramural meeting as a representative of the school. Travel as a representative of the school will not count towards the annual travel grant allowance.
2. The School of Nursing, via the Office of Academic Affairs, will provide funds for travel support up to \$1,000 per student per academic year.
  - a. Funding is very limited and not all students who request funding will receive funding.
  - b. In most cases, students will be approved for approximately 75 percent of total travel costs.
  - c. Each student may request funding for one travel grant per academic year.
3. Students are expected to use the most economical travel arrangement possible.
  - a. No mileage reimbursement will be given if the cost of flying is less than the reimbursable rate of driving.
  - b. Airline flights are acceptable for distances that are more than three hours driving time.
  - c. Students traveling to the same meeting may share a hotel room to reduce expenses, as appropriate.
  - d. No reimbursement will be provided for anyone accompanying the student.
  - e. Meals will be reimbursed based on university per diem regulations. No alcohol expenses will be reimbursed.
  - f. Travel grants are limited to the following expenses: poster preparation, air travel, ground transportation, lodging, and meals (excluding hosted meals/events).
4. In addition to School of Nursing travel grants, students should explore other sources of funding, including the [Graduate School Conference Presentation Funds](#), faculty grant/research money, and/or funds available to students who have received training or research awards.
5. In most cases, the school will pre-pay air travel fees and registration fees (as appropriate) and all other costs (lodging, meals, and incidental expenses) will be reimbursed post-travel via the university's e-Reimbursement system.
  - a. Note: All airline reservations must be made with Fox World Travel (FWT) or via the Concur self-booking tool; airfare purchased outside of FWT/Concur will not be paid or reimbursed by the university.

### Travel Request Procedure

Students must complete the [Student Travel Grant Request Form](#), which is available on the Student Site. The form should be submitted via email to the Assistant Dean for Academic Affairs at [academic.affairs@nursing.wisc.edu](mailto:academic.affairs@nursing.wisc.edu) at least 60 days prior to travel.

### Reimbursement Procedure

Students will be supported in submitting their e-Reimbursement by the Executive Assistant to the Deans of Academic Affairs. Once travel is complete, the student must notify the Executive Assistant who will then help facilitate the reimbursement process. Expense reports must be submitted within 90 days of the last date of travel or the date the expense was incurred. It may take up to 30 days from submission for the travel reimbursement to be paid.

### Questions

Questions about student travel grants and/or this policy should be directed to the Assistant Dean for Academic Affairs.

# Student Travel Grant Request Form



**School of Nursing**  
UNIVERSITY OF WISCONSIN-MADISON

Today's Date

## Student Information

Student Name (Last, First)

Email @wisc.edu Campus ID#

Academic Program    Traditional BSN    Accelerated BSN    RN-to-BSN (BSN@Home)  
DNP    PhD    Certificate

## Conference/Event Information

Name of Event (avoid acronyms)

Dates Location

Purpose    Presenter    Poster    Other:

Title of Presentation/Poster/Abstract:

## Estimated Cost Detail

Poster Preparation (I/A)	\$	School of Nursing <a href="#">Poster Resources</a> are available on the Student Site, including printing options and templates.
Registration	\$	Membership fees are not considered travel expenses and are typically not paid by the school, unless it is necessary that they be purchased in conjunction with the registration fee and thus provide a cost savings to the university.
Air Travel	\$	All airline reservations must be made with Fox World Travel (FWT) or via the Concur self-booking tool; airfare purchased outside of FWT/Concur will not be paid or reimbursed by the university. Review the full <a href="#">Air Travel Policy</a> for details.
Ground Transportation	\$	Review the travel policies related to <a href="#">Privately Owned Vehicle Expenses</a> , as well as the <a href="#">Public Transportation Policy</a> , for details.
Lodging	\$	Review the <a href="#">Lodging Policy</a> for details, and the <a href="#">UW TravelWise Rate Calculator</a> for assistance with the university's lodging maximum.
Meals and Incidental Expenses	\$	Review the <a href="#">Meals &amp; Incidental Expense (M&amp;IE) Policy</a> for details. Use the <a href="#">UW TravelWise Rate Calculator</a> to assist in estimated a total. If a meal is provided at a conference or event on a day when M&IE per diem is allowed, including first/last days of travel, the meal portion of the per diem is prorated (20% breakfast, 30% lunch, 50% dinner) and deducted from the allowable per diem.
Total Estimated Cost:	\$	

Visit the [UW-Madison Travel Center](#) for more information on expenses and trip planning.

Have you requested additional funds from another source (e.g., faculty, grant, the Graduate School)?    Yes    No

If yes, indicate source of funding and amount requested/granted (if known)

Submit this completed form to the Assistant Dean for Academic Affairs at [academic.affairs@nursing.wisc.edu](mailto:academic.affairs@nursing.wisc.edu)