

# Navigating the Maze of GPSA Travel Grant

By

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GRADUATE & PROFESSIONAL  
STUDENT ASSOCIATION

# What is the GPSA Travel Grant Committee

- Arm of GPSA that provides reimbursement for graduate and professional students to enhance their professional and developmental goals.
- Reimbursements cover registration and travel costs to conferences, workshops, internships, preceptorships, and career fairs.

# When to apply for a GPSA Travel grant

	Travel Period	Application Period
November	November 1 to November 30	November 2 to December 1
December	December 1 to December 31	December 2 to January 1

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- Two weeks to review applications
- Applicants are informed about decisions two weeks after the close of the application period.

# What does GPSA travel grant cover?

## **Eligible expenses**

- Registration fees
- Transportation (airfare)
- Personal cars (show mileage using a map)
- Rental cars (only for business purposes) e.g., Pullman to Seattle, Portland, or nearby destinations
- Ground transportation e.g., Uber, Lift
- Airport parking

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## Non eligible expenses

- Membership fees
- Baggage fees
- Gas for private or rental cars
- Flight cancellation, flight change, etc.
- Flight insurance
- Tips
- Food and beverages
- Hotel parking
- Travel cost for companions
- Accommodation
- Paper copies of programs or other materials
- Fees to attend socials, and lunches at event
- Travel costs paid by airline miles or travel credits

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- Choose the right grant application
  - Conference Presentation (Domestic: \$800; International: \$1200)

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- Choose the right grant application
  - Conference Presentation (Domestic: \$800; International : \$1200)
  - Wet Lab and Workshop (\$500)
  - Professional and Career Development (\$500)
  - Internships and Preceptorship (\$500), and Intercampus travel (\$100)



# What you need to apply for the GPSA Travel grant

- Advisor/Department chair approval
- Conference approval letter
- Travel and registration receipts
- Department certification form
- Spend authorization form

# What to do after approval for GPSA Travel grant

- Submit **unredacted** copies of the following to your department's travel coordinator:
  - Original payment receipts
  - Travel grant application
  - Approval letter (email from GPSA travel grant)
  - Expense authorization (signed by awardee)

**Your travel coordinator has two weeks to submit the above documents to the Student Engagement Finance team  
([si.finance@wsu.edu](mailto:si.finance@wsu.edu))**

# Rules to follow during and after applying for the GPSA travel grant

- Use the appropriate form.
- Do not submit applications outside the application period.
- Submit all necessary documents e.g., approved spend authorization.
- Do not request above what you spent.

# To know more:

- Visit: [Travel and Registration Grants | GPSA at WSU](#)
- Email: [gpsa.grants@wsu.edu](mailto:gpsa.grants@wsu.edu)



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QUESTIONS?