



THE UNIVERSITY OF NEW MEXICO

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

Specialized Travel Committee Application Rules & Guidelines

The Specialized Travel fund was created to fund travel expenses for individual applicants whose needs are **NOT** addressed by the SRAC grant fund. **SPECIALIZED FUNDING DOES NOT APPLY TO CONFERENCES.** Specialized Travel funds **CAN** be requested for any form of specialized travel that relates directly to an applicant's professional growth and development. This includes, but is not limited to, job interviews, clinicals, auditions, workshops, presentations, and lectures. The maximum amount a student may receive is \$200 per academic year.

Specialized Travel funds **CAN** be used to travel to any one-time or yearly event or function that does **NOT** require registration, membership fees or any other expenditure that would classify that event or function as a Conference. Such funding should be sought through SRAC. Check the SRAC guidelines for more information about which functions qualify as a "conference." Specialized Travel funds **CANNOT** be used to travel to a research site or to any location with the sole purpose of conducting field research. Such funding should be sought through an SRAC grant.

Eligibility and Procedures:

- Any graduate or professional student currently enrolled at the University of New Mexico is eligible.
- You may submit only one ST application per semester. This application may be made for only one allowable event or activity. The total maximum award you may receive is \$200 per academic year. You may be awarded only once per academic year.
- The event or function for which funds are sought must occur within either the current or the previous funding period. The Fall funding period is from August 15 to December 31; the Spring funding period is from January 1 to May 31; the Summer funding period is from June 1 to August 14.
- You must submit one original copy of a complete Specialized Travel fund application packet, which includes: 1) an application form; 2) a one-page explanation of the activity; and 3) an outlined budget of travel expenditures with the items to be funded by ST clearly indicated.
- In addition to the original copy, you must submit four anonymous copies. Anonymous copies have had all identifying information (name, address, phone, SSN, email address, signature) removed.
- If you do not submit the required number of copies, or if the four anonymous copies contain any identifying information, **your application will be disqualified.**
- Deadlines are the fifth Fridays of the Fall and Spring semesters. The deadline for the Summer semester is the first Friday of June. Applications are due by **12:00pm** in the **GPSSA office**, SUB 1021. You may fax your application to (505) 277-4159.

Other information you should know about Specialized Travel funding:

- Specialized Travel funds **cannot** be used (nor will you be reimbursed) for the purchase of an admission ticket to any event or function.
- Specialized Travel funds **can** be applied to all forms of transportation that require the purchase of a ticket. Taxi estimates will be considered.
- Should you choose to travel by private vehicle, Specialized Travel funds **will pay** \$0.25/mile for fuel. Specialized Travel funds **cannot** be used for vehicle maintenance or repairs or to purchase any form of personal or vehicle insurance.
- Specialized Travel funds **cannot** be used for motel expenses, meals, or any additional expenses incurred while traveling to an event or function.
- Your application packet will be scored on a four-point scale in the following three areas: 1) completeness of the application; 2) clarity of the proposal description; and 3) clarity of the budget. In addition, your application will be awarded points based upon the degree you are seeking (a PhD, JD, or MD receives more points than a Masters), and the stage of completion of your degree (students at the end of their program receive priority over those in the middle or at the beginning).