

CMS Master of Science in Marine Science Travel Award Policy

CMS will fund travel opportunities for graduate students in the Master of Science in marine science program. Travel grants can be used to support student presentations (poster or oral) of thesis research at a professional conference, or, in special cases, to support travel necessary to conduct thesis research. A student is eligible for only one travel award per academic year.

Terms of the Award

- Student must be in good standing and making satisfactory progress toward completion of their degree,
- Travel should be to professional conferences in which the program is of direct relevance to the student's academic/research area,
- Applications will be reviewed for projects or papers that are being considered or have been accepted for presentation at a conference,
- To be eligible to receive the award, the student must submit proof of presentation acceptance before traveling,
- Awards will not exceed \$400 per applicant. Applications to obtain additional funds from academic departments, the Graduate School and the Graduate Student Association are encouraged, and
- Proposals may be submitted at any time prior to June 1, of the fiscal year.

Procedural Steps

Complete the Center for Marine Science Travel Award Application form on the Master of Marine Science web site and submit it to Dr. Joan Willey, Associate Director for Education, for approval. Keep a copy for your records. Submit the abstract of the presentation at the time of application for funds. Proof of acceptance of the presentation must be submitted to CMS as soon as you receive it and before traveling.

Travel Authorization

The student is responsible for making all travel arrangements (lodging, air fare, etc), including completion of the **travel authorization** on UNCW's E-travel system. The Travel Assistant at CMS, Toniece Boynton, can assist with processing the E-Travel. The travel authorization form must be completed prior to travel; routed, and approved by all departments providing funds, and Office of Sponsored Programs if applicable.

Once travel is complete, student must complete the travel reimbursement in E-travel. The CMS Travel Assistant, Toniece Boynton, will submit the reimbursement form and all ORIGINAL receipts to the travel office for reimbursement.

The following must be provided for documentation/backup of your travel:

- All original travel receipts; reimbursement cannot be given without a receipt
- Registration badge/receipt
- Copy of the air itinerary; and (if applicable), an explanation of any deviation of your travel itinerary
- Exchange rate receipts or the exchange rate used for foreign travel
- Copy of the complete program brochure
- Copy of the page with the project title and name of presenter
- Submit to Toniece Boynton for Processing

Note that the university policy requires that all requests for reimbursement be submitted no later than ten days after travel is completed. All reimbursements for travel must be submitted to CMS no later than June 15, of the fiscal year.