

Travel grants are designed to provide opportunities and support for student research presentations at professional scientific conferences. Students must submit separate grant applications to the department of Exercise Science, the Arnold School of Public Health, and The Graduate School. Student advisors may also provide additional financial support for travel from their research funds. Application instructions for each grant are found at the links below.

1. **Department of Exercise Science Travel Grant**
https://www.sc.edu/study/colleges_schools/public_health/study/areas_of_study/exercise_science/online_request_forms/index.php
2. **Arnold School of Public Health Dean's Student Travel Award**
https://www.sc.edu/study/colleges_schools/public_health/internal/current_students/student_travel_funding/index.php
3. **The Graduate School Student Travel Grant**
https://www.sc.edu/study/colleges_schools/graduate_school/opportunities_support/travel_grants/index.php

Guidelines and Procedures for Applying for the Department of Exercise Science Travel Grant

1. Priority will be given to students presenting research at a national or international meeting. Students presenting at a state or regional meeting or participating in a group competition at a national meeting are also eligible.
2. Qualified students may receive no more than one travel grant in any fiscal year (July 1 - June 30) and no more than two while here at UofSC.
3. Application must be submitted by the appropriate deadlines to be reviewed. Applications are reviewed three times per year. The deadlines are:
 - September 20 (decision by October 1)
 - January 20 (decision by February 1)
 - April 20 (decision by May 1)
4. Funds for the travel program are allocated on a fiscal year basis (July 1-June 30). The maximum award will be \$300 and can be used to match funding from other sources such as the ASPH Dean's Student Travel Award and Graduate School Student Travel Grants. Only students presenting at national meetings are eligible for the maximum award from EXSC. Students presenting at state or regional meetings are eligible for a maximum award of \$200.
5. The award can be applied to any acceptable travel-related expense (e.g., airfare, lodging, meals, registration fees, etc.)
6. Conference presentations must be of research done in the Department of Exercise Science at the University of South Carolina.
7. **PRIOR TO TRAVEL** – MINIMUM OF 14 DAYS: Once official notification of travel awards are received, students must submit a **Travel Authorization Request** through the Exercise Science department's online system: (https://www.sc.edu/study/colleges_schools/public_health/study/areas_of_study/exercise_science/online_request_forms/index.php). Attach all letters from various funding/award. **A travel authorization must be approved by the department chair prior to any travel.** Travel authorizations submitted after travel has commenced will not be approved. No travel reimbursements will be granted without a Travel Authorization approved in advance of travel.
8. After Travel Authorization approval, students may reserve flight and hotel room. *Students are encouraged to join the customer reward programs of their preferred airline and hotel for booking.*
9. **DURING TRAVEL:** Retain all receipts for ground transportation (taxi, uber, etc.). No receipts are necessary for meals or gasoline; UofSC pays a per diem for meals (\$35 per day in-state, \$50 per day out-of-state) and pays 54.5 cents per mile.
10. **AFTER TRAVEL:** Write your name on receipts, attach a brief description, and give them to Barbara Reager in PHRC 220 immediately upon your return. Reimbursements can be expected within 2 weeks after processing.



Name: _____ VIP ID: _____ Date: _____

Degree: _____ Advisor: _____ Conference Type: _____

Conference Name: _____

Conference Location: _____ Travel Starts: _____ Travel Ends: _____
City, State, and Country (if applicable)

Title of Presentation: *If presenting, please attach a copy of your abstract and proof of conference acceptance.*

Budget of Travel:

Registration:

Airfare:

Lodging:

Ground Transportation:

Mileage: _____ x _____ cents per mile:
Total miles Rate \$0.585

Meals (*Per diem \$35 per day in-state; \$50 per day out-of-state*):

TOTAL:

Are you applying for other travel grants? If so, please submit the award letters with your [Travel Authorization Request](#) to Barbara Reager in PHRC 220, breager@mailbox.sc.edu.

Graduate School (<i>Up to \$500</i>)	Yes	No	Expected Amount:
Arnold School (<i>Up to \$300</i>)	Yes	No	Expected Amount:
Advisor Contribution	Yes	No	Expected Amount:
Other	Yes	No	Expected Amount:

Student Signature: _____ Date: _____

Award Amount Approved:

Exercise Science Departmental Approval: _____ Date: _____