

School of Social Work Graduate Students

Procedures for Requesting Travel Funding

School of Social Work (SSW) graduate students can receive funding to partially cover costs for travel to academic conferences. Students can receive:

- Up to \$1,000 (combining SSW and Graduate School funds) when presenting at a conference;
- Up to \$500 (from SSW only) for travel to an academic conference when not presenting.

Follow these steps to receive travel funding:

If presenting at a conference:

1. The student should initiate a travel request in the Graduate School's online portal by following this link:
<https://gradservice.ua.edu/login/student.aspx>
2. After completing the online form, upload to the portal a pdf file with (a) a description of the presentation, its authorship, and rationale for attending the conference, and (b) the travel budget. In the description be sure to mention whether the student is presenting his or her own work, whether the conference is a specialty conference or a primary social work conference, and whether it is a regional, national, or international conference.
3. Click to submit the form to the student's advisor.
4. After the form is submitted to the advisor, the advisor can access it by following this link: <https://gradservice.ua.edu/login/dept.aspx>. Next, click on "4A Academics (b) Faculty." Then click "3" Research & Travel Support Fund. Advisors who have password or other technical problems can email graduate.school@ua.edu to request help.
5. Once the advisor approves the submission, he or she can check the box to notify the program director/department that the form is being submitted and, when ready, click the button to "Submit to Department." (The program director is not automatically notified that a request has been submitted. He or she is only notified if the advisor checks the box indicating the department should be notified.)
6. The appropriate program director (MSW or Ph.D.) will "sign off" on the submission and forward it to the Graduate School.

7. The student will submit the pdf copy of the conference description and budget along with a completed **“Student Travel Authorization Form”** to the appropriate program director. (The form is on the Ph.D. program website in the “Forms” list. (Note: If the student is teaching and found missing a class, the student must ask the BSW program director to initial the form.) The pdf description/budget file and the form can be submitted to the program director by e-mail, campus mail, under office door, in-person, etc.
8. After the Graduate School approves its portion of the request (up to \$300), the program director will submit the Student Travel Authorization Form to the SSW dean for approval. After the dean approves, the paperwork will be submitted to the SSW fiscal office. Money will be deposited directly into the student’s account.
9. Students can receive up to \$600 before travel (\$300 from the Graduate School and \$300 from SSW), and up to \$400 additional funding from SSW after travel by bringing receipts to the SSW fiscal office.

If not presenting at a conference:

1. The student should complete a Student Travel Authorization Form and send it to the appropriate program director (MSW or Ph.D.). (The form is found on the Ph.D. program website in the “Forms” list.) (Note: If the student is teaching and missing a class, the student must ask the BSW program director to initial the form). Attach a brief description of the reason for attending the conference and a travel budget.
2. The program director will sign and forward the paperwork to the SSW dean for approval. After approval, the paperwork will be forwarded to the SSW fiscal office. Depending on specifics, students may receive up to \$500 before travel or after travel with receipts.