Did you know that you may be eligible to get funds for travelling to conferences like ASABE? GPSGA (Graduate and Professional Student Government Association) offers this kind of award to students that attend and present at a professional meeting. Graduate students at the BAE department can benefit from this funding opportunity thanks to the active participation of our two officers in GPSGA. During the 2013-2014 term, our representatives were Ram Kumar Isakki and Anish Khanal. If you are interested in this travel award, you may find the information below very interesting.

GPSGA Travel Awards are for current OSU graduate students and are meant to assist in the costs associated with travel for students presenting research at in state, out of state, and out of country meetings/conferences, etc. For the purpose of this application these categories are defined as follows,

**In State:** where the meeting site, conference site, or otherwise destination is located within Oklahoma’s state borders. **Out of State:** where the meeting site, conference site, or otherwise destination is located outside of Oklahoma’s borders but within the borders of the 48 contiguous United States. **Out of Country:** where the destination is outside of United States borders, but includes Alaska and Hawaii.

**Who is eligible for the travel award?**

Every graduate student is eligible for the travel award as long as (1) They present at the conference, GPSGA does not pay for workshops or other events attended by graduate students and (2) The student is part of a department and or an organization that has active representation at the GPSGA general assembly meetings for at least one complete semester prior to application, and, appear on the eligible for funding list on the GPSGA website (http://gpsga.okstate.edu/attendance). Failure to have active representation will result in rejection of the travel award application. The GPSGA representatives should attend minimum of 75% of the meetings. Failure to meet the attendance percentage will make the group ineligible for travel refunds.

**What is covered by the travel awards?**

GPSGA would like to cover all your expenses, but they have limited funds to allocate. Therefore only expenses that fall in the following three categories will be considered (1) travel (e.g. air fare, taxi, rental car, or mileage), (2) lodging (e.g. hotel accommodation) and (3) conference registration fees. GPSGA cannot afford to pay for your food and other expenses. You must provide detailed receipts for eligible expenses after the trip and before the deadline for which you are applying for funding.

**How often can one apply for the travel award?**

Each student is eligible to apply once a fiscal year (July 1st through June 30th). In the past few years the number of applications has risen steadily, but their funds have not. Hence those applying for more than once a year will reduce the allocation for others. They would like to contribute a sizable amount to everyone and that is possible only if they limit the number of applications. In order to be fair they will be strictly abiding by this longstanding rule. That way more students will submit applications only for those conferences where they had to spend a considerable amount of money and especially need assistance.

**How is the travel award amount determined?**

GPSGA allocates an equal amount of money to each quarter. When applications are received, they first
calculate the total eligible (travel, lodging, and registration) amount for all applicants. Then a percentage of the eligible amount will be distributed to the applicants. The percentage calculation is presented below and is dependent on the number of applicants as well as the amount of the eligible expenses. The maximum award amount is $250 for In State, $500 for Out of State and $750 for Out of Country.

\[
\text{Percentage} = \frac{\text{Total funds allocated for the quarter}}{\text{Total eligible amount requested by all applicants in that quarter}}
\]

**Why does GPSGA need my citizenship information on the application?**

Travel allocation for international students comes directly from the GPSGA. Allocation for domestic students comes from the graduate college. Hence we need to know citizenship status. Note that the money allocated by the graduate college may be different from the GPSGA and hence two students requesting the same amount may end up receiving different amounts based on their citizenship status.

**Where should I file the documents for funding?**

All the required documentation such as receipts and a copy of the completed Travel Reimbursement Request Form must be turned in or mailed to:

*Graduate and Professional Student Government Association*

**ATTN: Finance Committee**

211N Student Union Stillwater, OK 74078

Please be aware that incomplete application will be automatically rejected. Incomplete applications include application without proper receipts for the amount requested.

**What is the deadline for application?** See chart below

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**When and how will I receive my reimbursement?**

The applications are processed in batches. Typically awards will be disbursed within four to six weeks from the application deadline.

In order to comply with the guidelines set forth by the Graduate College and University Accounting, students who are U.S. citizens will only receive their award as a bursar deposit and Non U.S. citizen students will only receive it as a check.

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**Become a GPSGA representative and help maintaining the travel funding opportunities**

Each year, two students from BAE become representatives of our student organization (BAEGSA) in GPSGA. By attending the GPSGA bi-weekly meetings, they ensure BAEGSA is in good standing. This is what makes all the graduate students in the Biosystems and Agricultural Engineering department potentially eligible for applying for travel funds.

This year, Ram Kumar Isakki and Anish Khanal did a great job ensuring that the BAE department can benefit from this opportunity.

We need two different graduate students to take the responsibility to make sure BAEGSA is well represented during 2014-2015. The volunteers will become both BAEGSA and GPSGA representatives (something that they can proudly add to their resumes), they will get familiar with the student government life, and will do a great job for the whole Biosystems and Agricultural Engineering department.

Take the initiative! Email the President of BAEGSA, Oscar Planas, to volunteer or ask for more information at oscar.planas@okstate.edu.

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<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Application Deadline</th>
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<td>The second Monday of October</td>
<td>The second Sunday of January</td>
<td>The first Monday of February of the same year</td>
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<td>The second Monday of January</td>
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<td>The second Monday of April</td>
<td>The second Sunday of July</td>
<td>The first Monday of September of the same year</td>
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<td>The Second Monday of July</td>
<td>The second Sunday of October</td>
<td>The first Monday of November of the same year</td>
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BAEGSA is the Biosystems and Agricultural Engineering Graduate Student Association, get involved! More information at [http://BAEGSA.okstate.edu](http://BAEGSA.okstate.edu)

Source of the information given in this flyer: [http://gpsga.okstate.edu](http://gpsga.okstate.edu)