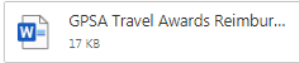


Your March 2020 GPSA Travel Award Application



GPSA, TPA (gpsa-travel@uidaho.edu)
Fri 3/27/2020 10:30 AM



Dear Applicant,

Thank you for your recent submission of a Travel Award application to the Graduate and Professional Student Association (GPSA). **Please read the entire email below, as some of our procedures have changed due to COVID19.**

We are pleased to inform you that your application was successfully approved! For reimbursement, please submit the GPSA Travel Award Reimbursement form **via email only** within 60 days of returning from your travel date to Jennifer Mylan at jmylan@uidaho.edu. The form is attached to this email. In addition to the reimbursement Form, all receipts must be included, and must show your name and payment. Please note that reimbursement will take approximately six to ten weeks. If you have any questions about reimbursement, please contact Jennifer Mylan via email (jmylan@uidaho.edu).

With regards to conference cancellations and delays due to COVID19, please read the following information thoroughly, and let us know if you have any questions:

-GPSA travel awards can still be used to cover the costs of travel for cancelled conferences/workshops **only if you are unable to get reimbursed**. If your conference is cancelled and you have already made travel arrangements, you **must** go through appropriate airline and hotel customer service lines and attempt to be reimbursed. Most airlines are making exceptions even to "saver" or "economy" tickets. We realize this process is time consuming, but we require proof that you are unable to be reimbursed if you are asking for GPSA funds to cover the cost of travel arrangements that were not completed due to a cancelled conference or workshop. **Acceptable proof is an email or other written document from customer service stating they will not reimburse you and why, including the date of the communication.**

****Please note that travel expenses reimbursed in the form of a personal voucher to yourself for use on the airline at a later date is not eligible for additional GPSA reimbursement, unless you use that voucher to rebook tickets for a conference that has been scheduled for a later time. If that is the case, please see below for awards for delayed conferences.**

-If your conference has been cancelled altogether and you are not using your travel award, please let us know. However, **you may still note this on your CV and receive credit for getting the award!** This was a competitive process and you deserve recognition for receiving this grant, even if COVID19 has thrown travel plans into turmoil. Remember to do this for accepted abstracts, even if the conference has been cancelled (you can, for example, add an asterisk and write "*conference cancelled due to COVID19").

-If your conference has been postponed, you may use your award at a later date. Please let Jennifer know that this was the case when you send in your reimbursements.

If you have any questions, comments, or concerns about the GPSA Travel Awards, please feel free to contact us via e-mail at gpsa-travel@uidaho.edu.

Congratulations on receiving a Travel Award from GPSA.

Sincerely,
The Travel and Publishing Awards Committee