**Domestic Travel Award (2020 – 2021)**

*The GSS Domestic Travel Award (DTA) is a non-competitive award that supports the graduate students to attend or travel to a domestic conference. This award offers a flat rate of $300 for a domestic travel or a rate up to $300 for a virtual conference depending on the conference registration fee.*

**Who is eligible?**

* Full and part-time graduate students whose departments are in good standing with GSS.
* Students are eligible to receive one (1) Domestic Travel Award per semester.
	+ Priority will be given to applicants based on completeness of application, availability of funds, and receipt of a Domestic Travel Award in the previous semester.
	+ If the number of complete Domestic Travel Award applications exceeds the availability of funds, the awards shall be decided by a randomized lottery.  This lottery will give all applicants equal weight, accepting applicants who received a Domestic Travel Award the previous semester.  Those applicants who received a Domestic Travel Award the previous semester will be chosen in a second round of selection, as decided by a separate randomized lottery.

**What does this award fund?**

* The award requires the applicants to actively participate in a conference or comparable academic event related to their academic program or standards of their field.
* Domestic travel is constrained to travel **within** the continental United States and Canadian Provinces adjacent to the continental US (British Columbia, Alberta, Manitoba, Saskatchewan, Ontario, Quebec, New Brunswick).

**How much does this award fund?**

* Flat rate of $300 which will be awarded through the Office of the Dean of Student as a direct deposit or a check request (on the address provided by the awardee).
* In case of a virtual conference i.e. if the conference is set to take place remotely/virtually (even in the case of international conferences), applicants may apply to receive an amount up to $300, depending on their conference registration fee.

**What are the requirements for the Domestic Travel Award?**

* A properly completed online application submitted by the posted deadline. Applications that are not complete will not be reviewed. Completed application must include:
	+ Proof of conference/workshop/event presentation/acceptance\*
	+ Class schedule for the semester in which you are applying for the award, in PDF format\*\*
	+ Estimated Budget
	+ List of other funding sources (e.g., departmental and/or non-departmental funding)

*\*You must attach an electronic proof in the DTA Award Application that you have been accepted or have applied to* ***PRESENT/ATTEND*** *at a professional conference related to your academic program. This can include a professional letter from your conference stating you were accepted to present your research or to attend the conference/event or a signed letter from a faculty member stating that you have submitted your abstract to the conference/event.*

*\*\* The class schedule must be an official document. The class schedule must be in PDF format downloaded from your Flashline student account. If you are not able to register class credits by the application deadline, a signed letter from your academic advisor in support of your registration upon receiving the award can be the substitute. For Fall and Spring travel, students must be enrolled in courses at Kent State University during the semester they wish to travel. For Summer travel, students must be enrolled in courses for either the Summer term or the subsequent Fall term at Kent State University. Please be notified that Summer travel awardees, who only enroll for the subsequent Fall term but not the Summer term, will receive the fund when the subsequent Fall semester begins.*

**What do I need to turn in my application?**

* Applications must be completed using the online form linked on the GSS Domestic Travel Award webpage. Any questions regarding the DTA application should be directed to the Finance Chair at mshukla@kent.edu.

**What do I do if my application is funded?**

* Ensure you have direct deposit set up or have provided an address for the check to be mailed out.
* DTA does not require original receipts, however, you may save them for other sources of funding.
* Complete the award survey within 14 business days after returning/attending the conference. Please contact the Finance Chair, Maneesh Shukla, at mshukla@kent.edu for any questions you might have.
	+ **Proof of presentation** (copy of conference program with presentation *clearly indicated* or copy of conference presentation/attendance acceptance letter).
	+ **Proof of conference attendance** (copy of invoice or receipt for lodging, and/or transportation ticket or receipt with your name, travel dates, and destination).

**What about funding from other sources?**

* Arrangements for other funding are the responsibility of the student.
* GSS does not require original receipts, however other funding sources may require original receipts. ***Please check with your department/other funding source before discarding your original receipts.***

**Who will need to file the tax form?**

* International students, who are notgreen card holders, are required by the Tax Office to fill out the tax form by the Domestic Travel Award application deadline to determine the tax filing status. US tax residency is determined at the time of payment and requires that the Tax Office has documents to support the residency status. Therefore, even for international students who were a resident alien in the past, the Tax Office needs to obtain updated documentation. International students will receive a link for filing the tax form once they submit the Domestic Travel Award application.
* Failure to complete the form by the DTA application deadline will result in tax withholding of 30%. This process will protect your information, especially your US social security or tax identification number. All tax forms are reviewed after the deadline and if further information is needed on your submitted form, you will be contacted by the tax manager. If tax is required, you will see a tax charge on your student account when the award is paid, and you will receive Form 1042-S by March 15, 2020. You will also receive Form 1042-S if you used a tax treaty to reduce the withholding on your award. Read more on Form 1042-S (<https://www.kent.edu/tax/non-us-citizen-scholarships-and-fellowships>).
* US citizen/green card holder/ permanent resident do **NOT** need to fill the tax form. For international students who are green card holders need to upload a copy of their green card to the application window.