

## CCSE Graduate Student Travel Request and Approval Process

CCSE allocated a limited amount of funding to support graduate student travel for fall 2024 and spring 2025. The student's faculty advisor or home department **MUST** contribute to the travel. CCSE will match up to \$1000 of the advisor/home department's contribution. Given the fiscal year budget limitation, all travel must be completed by 06/30/2025.

### Student Travel Request and Approval Process

- 1) Eligibility—The requester must be enrolled in a graduate program in CCSE and in good standing. The student's faculty advisor must also be a member of CCSE.
- 2) A student requesting travel support must review the KSU student travel guidelines before submitting their request. <https://fiscalservices.kennesaw.edu/travel/non-employee/students.php>
- 3) All student travel requests must be submitted to the links below.  
Ph.D. student travel request: <https://forms.office.com/r/sAk2CffJLi>  
M.S. student travel request: <https://forms.office.com/r/kFyXdvT6W6>

Before applying, please pay attention to the following items.

- Students **should NOT** make travel reservations including flights and hotel before their requests are approved. Otherwise, students may be responsible for expenses themselves.
- Requests should be submitted at least 30 days before the travel date. Ideally 2 or 3 months ahead.
- Graduate College offers travel awards for graduate students, which can be combined with CCSE travel awards. Students are encouraged to apply:  
<https://www.kennesaw.edu/graduate/current-students/professional-development.php>

Each submission should include one PDF document covering:

- a) Travel details – Dates, location, and purpose, such as attending a conference or professional development.
  - b) Itemized tentative budget – Students are expected to make conservative requests concerning the required funds. The actual expense should be within the approved amount. **Students may be responsible for the expenses exceeding the approved amount.**
  - c) An essay addressing the questions listed in the evaluation metrics is in Section 4.
  - d) A support letter from the faculty advisor is needed to highlight the significance of the work, the venue, and the requester's contribution to the paper. **The letter should explicitly state the extent of the faculty advisor's or home department's contribution to the travel request.**
  - e) Additional documents, such as acceptance notices, accepted papers (if any), and other related documents, may be submitted.
- 4) **Travel request review:** After each block's deadline, a panel including the associate dean of research and program coordinators will assess the travel requests. The award will be announced one week after *the deadline*. Students must be in good standing in their programs to qualify for the travel award.  
**Evaluation metrics:** a) How can the proposed travel benefit the requester's professional development? b) Has the requester accepted a paper, and what's the quality of the venue? Is the publication a student-driven paper? What's the student's contribution to the paper?
  - 5) **Travel arrangements.** Students will be notified after their requests are approved. Please follow the instructions in the email on making the travel arrangement.
  - 6) **Reflection After Travel.** Students must write a one-page reflection and submit it to Dr. Yiming Ji within one week of returning from the conference. Failure to do so may disqualify them from future travel requests within this funding cycle.
  - 7) **Questions.** Shall you have any questions about the above process, please contact Dr. Yiming Ji, Associate Dean of CCSE, at [yji9@kennesaw.edu](mailto:yji9@kennesaw.edu) .