

Conference Travel Funds

Students should visit http://www.gs.emory.edu/professional_development/pds_funds/index.html for guidelines on how to apply for Professional Development Support (PDS) funds from the Laney Graduate School, view Leah Carswell's office hours for PDS issues that may arise, and the PDS calendar. In addition to the Laney Graduate School requirements, the Graduate Division requires that students apply for funds before their trip and present their work at the conference. Students should read all of the information so they understand the policies and procedures. Students may apply for additional funds through the Graduate Student Council website (<https://blogs.emory.edu/graduatestudentcouncil/funding-charters>).

Please bring the completed application and the required documents (including a copy of the abstract) to the Graduate Division Business Manager (located in the Dental Building, suite 314) before the 15th of each month for signature. Any application submitted after the 15th will not be reviewed until the following month. Students will be notified of receipt of their application by email within a few days and will be notified of approval/denial of funds via email within the first week of the following month. Please email Leah Carswell if you do not receive the email notifications accordingly. Once the application is approved the Graduate Division Business Manager will send the student an email with guidelines for submitting their reimbursement after they return from travel. Students must book airfare through Emory's travel site, which is on the Laney Graduate School site above. The Graduate Division strongly encourages all students to book their travel arrangements early. To facilitate timely reimbursement and cost center reporting in the proper period, receipts should be submitted in COMPASS within 30 days after completion of a trip. Expense reimbursement requests submitted beyond 90 days after completion of a trip will not be approved.

Please note the following so that the application for funding is not held up. There is a maximum dollar limit per year and per student career. The Laney Graduate School and GDBBS will keep up with the amount that has been awarded. The Graduate Division recommends that students keep up with their amount as well. The application will be updated occasionally so students should download a new application from the site each time they apply for funds.