



Professional Development and Research Grants Approval Process With Travel

- Grant Application Must Be Completed:** Graduate student applies to [GSA Professional Development Grant Application](#) or [Research Grant Application that involves Travel](#)
 - Please upload all pertinent information for the committee to decide on, such as airline estimates, conference registrations, budget, etc.
 - Please allow for 3 to 5 business days for the committee to email you with any questions or concerns they may have about your application.
- Grant Application has been approved:** Once your application has been approved you will have 3 business days to complete the following step to initiate travel:
 - Complete the [pre-approval travel form](#). When completing the pre-approval travel application, please ensure that **GSA (Jennifer Artis) is the first approver** and that you are using the following chart string. Please see the sample screenshot below:
 - Fund: 1113
 - Department: 10458
 - PFin: 021-1
 - Account: Please use one of the following accounts as appropriate for your travel:

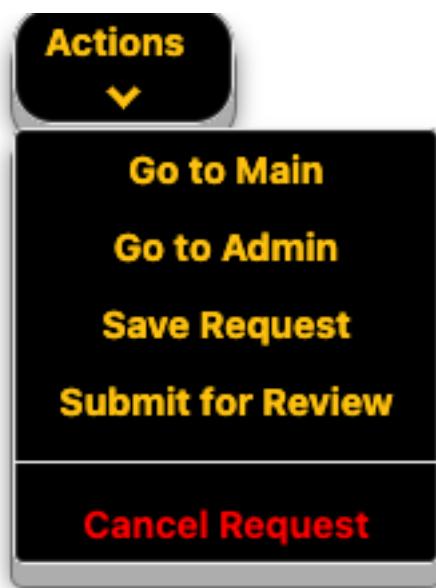
| | |
|--|---------|
| ◦ In-state Travel | 7040100 |
| ◦ Out of State Travel | 7040300 |
| ◦ Graduate Student - Conference Fees: | 7040277 |
| ◦ Other Grant, Subsidy & Contributions | 7129900 |

Distribution of Charges

Add New Distribution of Charges

| | | | | | | |
|--|--|---|---|---|--|---|
| Primary: <input checked="" type="checkbox"/> <input checked="" type="radio"/> | Fund: <input type="text" value="1113-S"/> | *Dept: <input type="text" value="10458-GI"/> | PFin: <input type="text" value="021-F"/> | Account: <input type="text" value="7040300-"/> | *Project: <input type="text" value="GSATRGNT"/> | *Activity: <input type="text" value="MAIN"/> |
| *Amount: | <input type="text" value="\$0.00"/> | | | | | |
| *Approver: <input type="text" value="Dawn Galindo"/> | | | <input type="button" value="Validate Chartstring"/> | | | |

- Enter all appropriate information under Estimates, Documents, and Communication and click on Save.
- Once you have completed all items please click on Actions and click on Submit for Review. See the screenshot below.



- Once you have submitted your pre-approval, you will receive an email informing you that everything was correct and you can move on to the next step. If upon review there are items that need to be corrected you will receive an email and you will have 3 business days to resubmit.

THE PROCESS IF THE STUDENT HAS NOT BEEN SET UP AS A VENDOR IN THE SYSTEM

The application has been approved

- The student's department will prepare the [pre-approval travel form](#) for the student with the correct information. When completing the pre-approval travel application, please ensure that **GSA (Jennifer Artis) is the first approver.**
- Continue the steps stated above.

International Travel

- student complete the steps above.
- Dean [Janet Rutledge](#) approves