Domestic Travel Award (2019–2020)

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 students who have not received a DTA in a previous semester in the same academic year. Additional awards for previously awarded students, will be chosen in a second round of selection, based on availability of funds.

What does this award fund?

- The award requires travel to make a presentation (poster or oral) at a domestic conference.
- 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 $450 ($300 from GSS and $150 from the Research and Sponsored Programs), which will be awarded through the Office of Financial Aid and through student’s Bursar account.

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*
  - 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 submit an electronic proof that you have been accepted or have applied to PRESENT 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 a signed letter from a faculty member stating that you have submitted your abstract to the conference.

** 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 to be reimbursed?

- A complete reimbursement packet includes:
  - A completed GSS Funding Form submitted within 14 days of arriving back. If you return from your travel prior to receiving the award, please submit the GSS Funding Form within 14 days after receiving the award.
  - An official award letter.
Proof of presentation of research and attendance (e.g., copy of the front page of conference program and the page in which the student’s abstract or presentation is published, and travel itinerary).

Where do I turn in my reimbursement packet?

- Turn it to the dropbox at the GSS office in person to GSS Student Center Dropbox – Room 120LM
- OR
- Send via interdepartmental mails or USPS to the following address:
  - Interdepartmental Mail: GSS, Center for Student Involvement Box 18, KSC
  - USPS: Graduate Student Senate, Kent State University, Center for Student Involvement Box 18
    Kent, OH 44242-0001

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 not green 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](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.