College of Human Sciences & Education

School of Leadership & Human Resource Development

SLHRD POLICY: FIN 2
Doctoral Student Travel Funding Policy

Initially Issued: March 9, 2023
Revised: September 2, 2026

I: Purpose & Mission

The purpose of this policy is to provide financial support to Leadership and Human Resource Development (LHRD) doctoral students for travel to national and international peer-reviewed conferences or professional meetings.

The mission of this program is to enable students to present their scholarly work, foster academic and professional growth, and enhance the visibility and reputation of the LHRD program.

II: Funding Allocation

When budget permits, awards of up to $1,000 are available for domestic travel and up to $2,000 for international travel.

II: Eligibility Criteria

- Enrollment - Must be a current Leadership & Human Resource Development doctoral student
- Program Standing - In good academic and accountability standing
- Purpose of Travel - Travel must be directly related to the student's research, dissertation, or professional development, such as presenting at a conference or attending a conference/workshop where the student has an official role.
- Faculty Endorsement - Have the support of a faculty advisor or chair.

III: Application Requirements

All funding applications must be submitted at least 60 days prior to the planned travel date. Applications are to be completed and submitted through the designated online application form.

Applicants must submit:

1. Application form - Travel dates; destination(s); event details/schedule
2. Abstract or proof of acceptance - For presentations, include conference acceptance letter or program listing.
3. Budget and Justification - Detailed estimate of expenses
4. Faculty Endorsement Letter - Letter/email from dissertation chair or advisor confirming relevance of travel.
5. Supporting Documentation - Event schedule; workshop description; event travel accommodations (special lodging rates)

6. Statement of Outcomes - Short paragraph explaining how the travel aligns with research goals and contributes to academic/professional development.

IV: Funding Conditions

1. Pre-Approval Required – Funding must be approved before travel occurs.
2. Cost-Sharing Encouraged – Students should seek additional funding from other sources
3. Compliance – All travel must adhere to university travel policies. This includes ensuring a Spend Authorization is submitted and approved through Workday prior to spending, in accordance with the deadlines specified in Section V.1.
4. One Funded Trip per Fiscal Year – Exceptions may be considered if budget allows.

V: Travel Arrangements & Expenses

All travel arrangements, up to the approved award amount, must comply with PM-13 University Travel Regulations. Students are responsible for ensuring full adherence to all requirements established by the University. Failure to comply will be considered a forfeiture of the current award and may jeopardize eligibility for future funding from the School of Leadership and Human Resource Development (SLHRD).

The following requirements apply:

1. **Pre-Approval of Travel** – A Spend Authorization must be submitted no later than 20 calendar days prior to departure, allowing sufficient time for full approval to be obtained no later than 15 calendar days prior to the traveler's departure date. Failure to have a fully approved Spend Authorization in place by this deadline will result in automatic forfeiture of the travel award. Students who are not current LSU employees (full-time, part-time, or Graduate Assistant) do not have independent Workday access to submit a Spend Authorization and must schedule an appointment with the SLHRD Finance Office at least 5 business days prior to the Spend Authorization submission deadline above to complete the submission process. Failure to schedule this appointment in time does not extend the deadline in paragraph one.
    1. ***Note**: Travel to a High-Risk Region or Foreign Adversary Country, as defined by PM-13 Section VIII, requires an additional level of approval beyond the standard Spend Authorization. Students traveling to such destinations should begin the approval process well in advance of the 20-day deadline above, as the additional approval step is not guaranteed to be completed within the standard timeline.*
2. **Airfare** – Airfare must be booked through LSU's contracted travel agency, currently Christopherson Business Travel (CBT). For airfare reimbursement, only tickets purchased through CBT are eligible. Airfare purchased through any other agency, directly with an airline, or through a third-party booking site will not be reimbursed, regardless of cost.
3. **Lodging** – Lodging expenses must comply with the current U.S. General Services Administration (GSA) per diem rates or, if applicable, a published conference special rate. Documentation of the special conference rate is required.
4. **Meal Reimbursements** – Meal expenses are reimbursed at the current GSA per diem rates. Itemized meal receipts are not required; however, any meals provided as part of the conference registration are not eligible for reimbursement.
5. **Ground Transportation** – Receipts for taxi or public transportation must clearly indicate the point of origin and destination for each trip.
6. **Gratuities** – Gratuities for luggage handling or taxi/public transportation services may not exceed 20% of the total service cost.

7. **International Travel Registration** – Students traveling internationally must register their travel with the LSU Office of Risk Management prior to departure to be eligible for University-provided international travel insurance and assistance services. Registration is separate from Spend Authorization approval, and failure to register may result in the student traveling without coverage.
8. **Receipt Submission** – All required travel documentation and receipts must be submitted to the SLHRD Finance Office no later than 15 calendar days following the traveler's return.

VI: Post-Travel Requirements

Within 30 days of returning, recipients must:

1. Submit a Post-Travel Report (1 page) detailing:
    a. Activities completed
    b. Key takeaways and learning outcomes
    c. How the experience will advance dissertation or research
2. Provide Proof of Participation
    a. Copy of conference program page
    b. Photo taken at event
3. Share Research Impact – Agree to participate in the SLHRD research showcase (held in the Spring semester) and social media features highlighting the funded travel.

VII: Outcomes and Program Assessment

The program will track:

- Number of students funded annually
- Conferences, research sites, and training program attended
- Publications, collaborations, or career advancement resulting from travel
- Student satisfaction and perceived impact