



**College of Human Sciences & Education**  
*School of Leadership & Human Resource Development*

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SLHRD POLICY: FIN 2

Doctoral Student Travel Funding Policy

Initially Issued: March 9, 2023

Revised: August 8, 2025

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### **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.
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 and approved prior to incurring any travel-related expenses. Expenses incurred before official approval will not be reimbursed, except in rare circumstances with prior written authorization.
2. **Airfare Reservations** – Airfare must be booked through LSU's contracted travel agency, currently Christopherson Business Travel.
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. **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