

Graduate Student Handbook  
Geology and Geological Engineering  
University of Mississippi  
Fall 2024



THE UNIVERSITY *of*  
**MISSISSIPPI**

---

Geology and  
Geological Engineering

Dr. Thomas Oommen, Chair

Department of Geology and Geological Engineering  
The University of Mississippi  
120A Carrier Hall  
University, MS 38677  
662-915-7498

## Table of contents

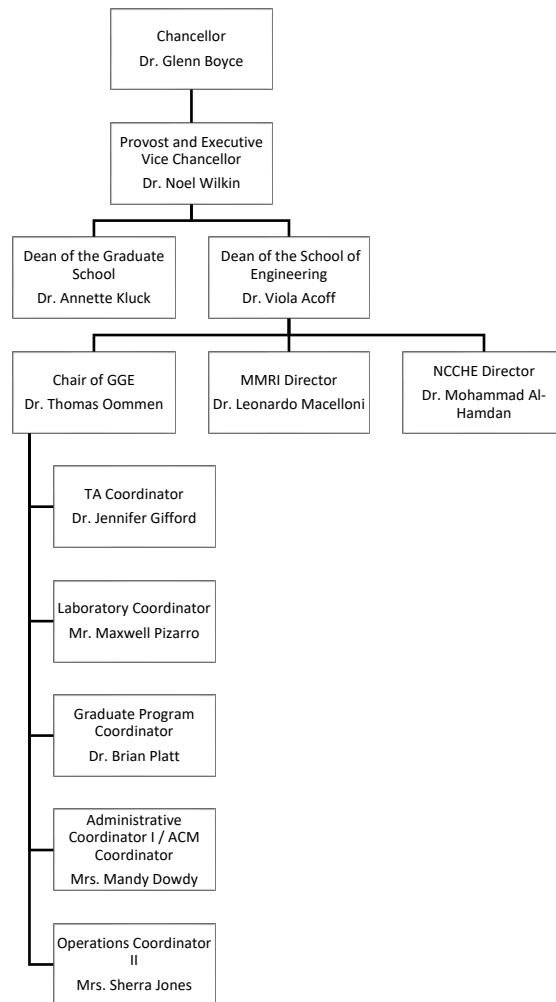
<b>Table of contents</b> .....	<b>2</b>
<b>Introduction</b> .....	<b>4</b>
<b>Abridged Organizational Chart</b> .....	<b>4</b>
<b>Overview of Graduate Degrees Offered</b> .....	<b>4</b>
<b>M.S. Plan of Study (all tracks)</b> .....	<b>5</b>
<i>Initial Evaluation</i> .....	5
<i>Advising and Monitoring</i> .....	5
<i>M.S. Coursework</i> .....	5
<i>Thesis Committee</i> .....	5
<i>Thesis Proposal</i> .....	5
<i>Thesis Document</i> .....	6
<i>Thesis Defense</i> .....	6
<i>Course-only Master's Option</i> .....	6
<b>Ph.D. Plan of Study (all tracks)</b> .....	<b>7</b>
<i>Initial Evaluation</i> .....	7
<i>Advising and Monitoring</i> .....	7
<i>Ph.D. Coursework</i> .....	7
<i>Dissertation Committee</i> .....	7
<i>Prospectus</i> .....	8
<i>Comprehensive Exams and Candidacy</i> .....	8
<i>Dissertation Document</i> .....	8
<i>Dissertation Defense</i> .....	8
<b>Graduate Coursework</b> .....	<b>9</b>
<i>GGE Course Offerings</i> .....	9
<i>Transferring graduate credit from another institution</i> .....	10
<b>Research Ethics and Responsibilities</b> .....	<b>10</b>
<i>Academic Honesty and Responsible Conduct of Research</i> .....	10
<i>Laboratory Safety</i> .....	11
<b>Financial Information</b> .....	<b>11</b>

<i>Tuition Waiver</i> .....	11
<i>Stipends</i> .....	11
<b>Graduate Student Expectations</b> .....	<b>11</b>
<i>Office Space</i> .....	11
<i>Conferences</i> .....	12
<i>Holidays</i> .....	12
<b>Travel</b> .....	<b>12</b>
<b>Appendices—Forms</b> .....	<b>13</b>
<i>Appendix A—IDP Form</i> .....	13
<i>Appendix B—Travel Authorization</i> .....	14
<i>Appendix C—Departmental Student Travel Grants</i> .....	15
<i>Appendix D—Graduate School Travel Grant</i> .....	19
<i>Appendix E—Travel Reimbursement</i> .....	21

## Introduction

The purpose of this handbook is to inform graduate students about the requirements of the Geology and Geological Engineering (GGE) graduate program. This includes requirements for M.S. and Ph.D. plans of study, graduate committee information, degree requirements, links to important online forms, catalog information, and research ethics and responsibilities. It is the responsibility of each graduate student to become familiar with this guidebook as well as the information linked within.

## Abridged Organizational Chart



## Overview of Graduate Degrees Offered

The GGE Department offers the following graduate degree tracks:

All degrees are listed as M.S. or Ph.D. in Engineering Science with an Emphasis in

- Geology
- Geological Engineering
- Hydrology and Computational Hydrosience

## **M.S. Plan of Study (all tracks)**

### Initial Evaluation

**Prior to course enrollment** in a graduate student's first semester, each student will meet with their academic advisor, Graduate Program Coordinator, or any other faculty requested by the academic advisor, to discuss his/her/their preparation, interests, and goals for graduate education. Advice will be given on curriculum and any deficiencies that are found will be noted and a remediation procedure agreed upon.

### Advising and Monitoring

**Prior to course enrollment** in a graduate student's first semester, each student will have an **advisor hold** in place in MyOleMiss. Each graduate student must meet with his/her/their academic advisor to decide on the courses in which he/she/they will enroll for that semester. After this meeting, the advisor will lift the advisor hold and the student can schedule courses.

Once per academic year, each graduate student will complete an **Individual Development Plan (IDP)** and undergo a self- and supervisor evaluation (see link to IDP form in Appendix A). Note that while the university policy requires an IDP for PhD students and postdocs only, the GGE Department also requires the form for all master's students. Completed forms will be used by the department to assist in future decisions regarding assistantships and requests for departmental support. Note that TAs will have additional evaluation requirements, as outlined in the GGE TA Handbook.

### M.S. Coursework

All M.S. degrees require a minimum of **30 hours**, including **24 hours of coursework** and **6 thesis hours** (Engr 697). Coursework will consist of courses (see list below) approved by the student's advisor and committee and will be geared toward the student's field of research. Up to 3 hours of Seminar (Engr 695) may be counted toward coursework.

A graduate student must be enrolled in a **minimum of 9 hours** to be considered a **full-time student** during a fall or spring semester.

### Thesis Committee

All M.S. students are required to have established their thesis committee (requested through MyOleMiss) **by the end of their second semester**.

A M.S. committee consists of a minimum of three members: the committee chair (advisor), and two GGE faculty members. Note that experts external to the university may be granted adjunct faculty status to serve on a committee.

### Thesis Proposal

Although not required by the UM Graduate School, it is the requirement of the GGE Department that all M.S. students complete and submit a written thesis proposal to their thesis committee, as well as an oral presentation and defense of the proposal. All M.S. students are encouraged to complete their proposals **before the end of their second semester**. The proposal must be defended at least one semester prior to the thesis defense. This means that defending both the proposal and the thesis within the same semester is not permitted. Additionally, the proposal

defense must be publicly announced at least one week in advance. Thesis proposal format and contents are determined by each student's committee.

### Thesis Document

The written thesis must adhere to the requirements of the UM Graduate School in addition to any requirements imposed by a student's thesis committee. For an overview of UM Graduate School thesis content expectations, see the UM Thesis and Dissertation Manual:

<https://gradschool.olemiss.edu/thesis-and-dissertation-manual/>.

For a thesis template and complete UM Graduate School formatting requirements, see UM Thesis and Dissertation Preparation: <https://gradschool.olemiss.edu/current-students/thesis-and-dissertation-preparation/>.

For important thesis deadlines, see:

<https://gradschool.olemiss.edu/important-dates-and-deadlines/>

### Thesis Defense

Successful completion of a thesis consists of production of a final draft of the thesis document approved by the thesis committee and the passing of an oral presentation and defense of the thesis (final examination). The oral presentation is open to the public, while the examination is restricted to the student and committee and any faculty who wish to participate.

Scheduling the defense consists of:

- Schedule a date and time with the committee for the exam and coordinate with the department office to **book a room** for the defense.
- Notify the main office to advertise the defense at least one week in advance.
- Distribute the thesis document to the committee two weeks before the exam date.
- Submit **Form GS7** to the Graduate School **at least 14 calendar days before the exam date**.

Following the defense:

- Make all thesis revisions requested by the committee
- Ensure that the Report of Final Oral/Written Examination is completed by the committee
- Follow online instructions for electronic submission of thesis (see <https://gradschool.olemiss.edu/current-students/the-end-game-preparing-to-graduate/>)
- Make all thesis revisions requested by the UM Graduate School
- See graduation information at the above website

### Course-only Master's Option

Approval to pursue a course-only Master's degree may be granted by a student's advisor and the department chair. See Graduate School Academic Regulations for more information. Note that in order to graduate with a course-only Master's degree, a student must still take a final written or oral exam.

## Ph.D. Plan of Study (all tracks)

### Initial Evaluation

**Prior to course enrollment** in a graduate student's first semester, each student will meet with his/her/their academic advisor, Graduate Program Coordinator, or any other faculty requested by the academic advisor, to discuss his/her/their preparation, interests, and goals for graduate education. Advice will be given on curriculum and any deficiencies that are found will be noted and a remediation procedure agreed upon.

### Advising and Monitoring

**Prior to course enrollment** in a graduate student's first semester, each student will have an **advisor hold** in place in MyOleMiss. Each graduate student must meet with his/her/their academic advisor to decide on the courses in which he/she/they will enroll for that semester. After this meeting, the advisor will lift the advisor hold and the student can schedule courses.

Once per academic year, each graduate student will complete an **Individual Development Plan (IDP)** and undergo a self- and supervisor evaluation (see link to IDP form in Appendix A). Completed forms will be used by the department to assist in future decisions regarding assistantships and requests for departmental support. Note that TAs will have additional evaluation requirements, as outlined in the GGE TA Handbook.

### Ph.D. Coursework

All Ph.D. degrees require a *minimum* of **54 hours**, including **36 hours of coursework** beyond the B.S. degree and **18 dissertation hours** (Engr 797). Coursework will consist of courses (see list below) approved by the student's advisor and committee and will be geared toward the student's field of research. Up to 24 hours of coursework from a M.S. degree may be counted to satisfy the Ph.D. coursework requirement, with approval from the advisor and dissertation committee. All Ph.D. students are encouraged to attend Seminar; a maximum of 3 hours may be used to satisfy the credit hour requirement.

A graduate student must be enrolled in a **minimum of 9 hours** to be considered a **full-time student** during a fall or spring semester.

Note that upon completion of the comprehensive exam, a Ph.D. student must be **continuously enrolled** for at least three hours during two of the three terms of the calendar year. This includes enrollment in three hours in the term in which the degree is granted (1 hour for summer graduation).

### Dissertation Committee

All Ph.D. students are required to have established their thesis committee (requested through MyOleMiss) **by the end of their second semester**.

A Ph.D. committee consists of a minimum of four members: the committee chair (advisor), two GGE faculty members, and one UM faculty member external to the GGE Department. Note that experts external to the university may be granted adjunct faculty status to serve on a committee.

### Prospectus

All Ph.D. students are required to complete a written dissertation prospectus and an oral defense of the prospectus. See <https://gradschool.olemiss.edu/facultygpcs/graduate-program-coordinators-handbook/academic-progression-policies-and-procedures/> for more information about UM Graduate School requirements for the prospectus. Additional prospectus requirements may be imposed by the student's committee. The student's committee should be established prior to prospectus submission and defense. The oral defense of the prospectus should be announced at least one week before the date to the department.

A pdf of the final prospectus document must be emailed by a committee member to the graduate school at [gschool@olemiss.edu](mailto:gschool@olemiss.edu).

Note that there must be a minimum of four months between the successful defense of the prospectus and the defense of the dissertation.

### Comprehensive Exams and Candidacy

All Ph.D. students are required to pass a comprehensive examination to advance to candidacy for a doctoral degree. **Prior to the exam**, the student's advisor must complete and submit form GS5: Authorization to Sit for a Comprehensive Exam. This form is available from the Forms and Manuals Library: <https://gradschool.olemiss.edu/current-students/forms-and-manuals-library/>.

Details of the comprehensive examination are decided by the student's advisor and committee, but a written component is required by the GGE Department.

### Dissertation Document

The written dissertation must adhere to the requirements of the UM Graduate School in addition to any requirements imposed by a student's dissertation committee. For an overview of UM Graduate School dissertation content expectations, see the UM Thesis and Dissertation Manual: <https://gradschool.olemiss.edu/thesis-and-dissertation-manual/>.

For a dissertation template and complete UM Graduate School formatting requirements, see UM Thesis and Dissertation Preparation: <https://gradschool.olemiss.edu/current-students/thesis-and-dissertation-preparation/>.

For important thesis deadlines, see:

<https://gradschool.olemiss.edu/important-dates-and-deadlines/>

### Dissertation Defense

Successful completion of a Ph.D. consists of production of a final draft of the dissertation document approved by the dissertation committee and the passing of an oral presentation and defense of the dissertation (final examination). The oral presentation is open to the public, while the examination is restricted to the student and committee and any faculty who wish to participate.



Scheduling the defense consists of:

- Schedule a date and time with the committee for the exam and coordinate with the department office to **book a room** for the defense.
- Notify the main office to advertise the defense at least a week before the defense.
- Distribute the dissertation document to the committee two weeks before the exam date.
- Submit **Form GS7** to the Graduate School at **least 14 calendar days before the exam date**.

Following the defense:

- Make all dissertation revisions requested by the committee
- Ensure that the Report of Final Oral/Written Examination is completed by the committee
- Follow online instructions for electronic submission of dissertation (see <https://gradschool.olemiss.edu/current-students/the-end-game-preparing-to-graduate/>)
- Make all dissertation revisions requested by the UM Graduate School
- See graduation information at the above website

## **Graduate Coursework**

### GGE Course Offerings

The following courses are taught with regularity in the GGE Department and may count toward a graduate degree. A complete list of courses can be found at <https://catalog.olemiss.edu>. Course requirements vary by degree track and committee recommendations. Check MyOleMiss for course availability.

#### **Geological Engineering**

G E 503*	Environmental Geochemistry
G E 510	Remote Sensing
G E 511	Spatial Analysis
G E 513	Economic Geology
G E 525	Engineering Seismology
G E 535	Advanced Rock Mechanics
G E 540	Rock Mechanics
G E 577	Geophysics
G E 591	Special Topics
G E 635	Advanced Rock Mechanics

#### **Geology**

Geol 500	Intro to GIS
Geol 505*	Hydrogeology
Geol 517	Global Tectonics
Geol 518	Quantitative Methods in GGE
Geol 520	Advanced Igneous and Metamorphic Petrology
Geol 535	Isotope Geochemistry
Geol 611	Advanced Studies in Geology
Geol 615	Geostatistics
Geol 645	Advanced Sedimentation
Geol 647	Sedimentary Petrology

Geol 649  
Geol 690

Pedology  
Scientific Writing

### **Engineering**

Engr 551	Engineering Thermodynamics
Engr 573	Environmental Remediation
Engr 591	Engineering Analysis I
Engr 593	Approximate Methods of Engineering Analysis I
Engr 596	Special Projects in Engineering Science
Engr 597	Special Projects in Engineering Science
Engr 598	Special Projects in Engineering Science
Engr 601	Statistical Thermodynamics
Engr 614	Geometrics
Engr 616	Isotope Hydrogeology
Engr 620	Advanced Remote Sensing
Engr 625	Advanced Topics in Computational Mechanics
Engr 626	Numerical Methods in Electromagnetics
Engr 636*	Groundwater Mechanics
Engr 637	Groundwater Modeling
Engr 645*	Contaminant Transport
Engr 663	Advanced Rate and Equilibrium Processes
Engr 691	Special Topics in Engineering Science I
Engr 692	Special Topics in Engineering Science II
Engr 693	Research Topics in Engineering Science I
Engr 694	Research Topics in in Engineering Science II
Engr 695	Seminar
Engr 697	Thesis
Engr 699	Special Topics in Engineering Science
Engr 719	Advanced Microwave Measurements
Engr 721	Advanced Electrodynamics
Engr 723	Passive Microwave Circuits
Engr 797	Dissertation

\*Required for Hydrology and Computational Hydroscience Track

### **Transferring graduate credit from another institution**

A graduate student may, with the approval of his/her/their advisor, transfer courses from another institution. See the Graduate School Academic Regulations (<https://catalog.olemiss.edu/graduate-school/academics>) for details.

## **Research Ethics and Responsibilities**

### **Academic Honesty and Responsible Conduct of Research**

All graduate students are expected to be familiar with and adhere to UM academic standards (<https://catalog.olemiss.edu/academics/regulations/conduct>), and the School of Engineering Academic Integrity Policy (<https://engineering.olemiss.edu/wp->

[content/uploads/sites/301/2021/11/SoE-Academic-Integrity-Policy-with-appendices\\_FINAL.pdf](#)).

The UM Library also has a guide to Academic Honesty at [https://olemiss.edu/depts/general\\_library/instruction/resources/plagiarism\\_ac\\_honest/plagiarism\\_academic\\_honesty.html](https://olemiss.edu/depts/general_library/instruction/resources/plagiarism_ac_honest/plagiarism_academic_honesty.html). This website includes a quiz that you may be required to take for particular courses.

In addition, grant-funded projects sponsored by particular agencies may require you to complete **Responsible Conduct of Research (RCR)** Training (<https://research.olemiss.edu/rcr>). Even if you are not required to take this training, all students are encouraged to complete the modules.

### Laboratory Safety

Depending on the type of research you are conducting, you may be required to complete one or more laboratory safety training courses, e.g., Chemical Safety Training, Radiation Safety Training. It is your responsibility to schedule these trainings through <https://safety.olemiss.edu/safety-training/safety-training-information/>.

## **Financial Information**

### Tuition Waiver

Full-time graduate students holding a 0.5 time assistantship (research assistantship or teaching assistantship) for a fall or spring semester receive a full tuition waiver. Note that graduate students are still responsible for paying university fees (\$55 per semester at the time of this printing).

### Stipends

Teaching assistants will receive stipends in the amounts below. Research assistant stipends vary and are dependent on the nature of funding.

Degree Program	Fall*	Spring*	Summer*
Master's	\$9,000	\$9,000	\$5,000
PhD	\$10,000	\$10,000	\$5,000

\*Work between semesters is required, and the stipend offered covers pay for work between semesters

## **Graduate Student Expectations**

### Office Space

Graduate students provided with an office space are expected to use that space and to be present and working on research during regular working hours unless they are in class or teaching. Office spaces are limited, and failure to utilize this resource may result in the reassignment of the space to another student.

### Conferences

Graduate students are expected to participate in the dissemination of their research by presenting at conferences. Conferences are also excellent opportunities to network with professionals in your field and learn about future employment opportunities.

### Holidays

Graduate students supported by assistantships are employees of the University and as such, are expected to work following the regular calendar year rather than the academic year, i.e., university breaks are not to be treated as guaranteed vacations. With the exception of federal and University-approved religious holidays, vacation time must be requested and approved by students' supervisors/advisors and missed hours must be made up.

### **Travel**

<https://procurement.olemiss.edu/travel/>

Research grants or department funds may be available to cover or offset the cost of attending professional conferences. To qualify for travel support, a departmental travel request form **MUST** be submitted for each trip to their advisor at least two weeks prior to the event.

The graduate school offers modest travel support that students are expected to request for each event.

## Appendices—Forms

### Appendix A—IDP Form.

Please follow this link to access the current IDP form on Box (the image below shows only a preview of the title page of the IDP form):

<https://olemiss.app.box.com/s/y5wtxwncbd91n0epwdq28242qniv480y>



THE UNIVERSITY of  
**MISSISSIPPI**

GEOLOGY & GEOLOGICAL ENGINEERING

### **Individual Development Plan (IDP) and Annual Evaluation**

**Guidelines:** Per University policy, the Geology and Geological Engineering (GGE) Department has established this form for the annual self- and supervisor evaluation of M.S. and Ph.D. students. All graduate students must complete this form annually beginning with their first year in the GGE Department (this form is applicable from Spring 2024). A copy of the completed form will be kept for each student in a Box folder.

This document was approved by the GGE Department on 3/20/24.

**Schedule:** The following milestones are required to be completed annually.

<b>Requirement</b>	<b>Student Action</b>	<b>Advisor Action</b>
Completion of this document (Sections 1 and 2)	Complete by <b>April 10</b>	Review IDP and schedule the annual evaluation meeting to take place by <b>April 20</b>
Annual Review (Section 3)	Attend evaluation meeting; work with advisor to finalize form, and sign	Conduct evaluation meeting, finalize form with the student, and sign; upload to Box

The faculty will review all completed forms at a meeting during the **first week of May**. Decisions regarding the renewal of student contracts (Graduate Teaching Assistantship (GTA) & Graduate Research Assistantship (GRA)) will be largely based on the IDP and progress documented by the student. Outcomes will be recorded in meeting minutes.

## Appendix B—Travel Authorization

Prior to ANY University-sponsored travel you must complete and submit a Travel Authorization form 2 weeks in advance of your departure date. Download the form from this link (do not use the image below): <https://procurement.olemiss.edu/travel-authorization-form/>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>The University of Mississippi</b>													
2	<b>Travel Authorization</b>													
3														
4	Travel Authorization: 771-													
5														
6	<b>Employee</b>					<b>Contact Person</b>								
7	***PLEASE NOTE THE SAP PERSONNEL # IS A REQUIRED FIELD					<b>Phone #</b>								
8	<b>Personnel #</b>					<b>Dept Name</b>								
9	<b>Title</b>					<b>e-mail</b>								
10						<b>In-State</b>		<b>Out-of-State</b>		<b>Out-of-Country*</b>				
11	<b>Title of Meeting</b>													
12	<b>Destination</b>													
13	<b>Beginning Date</b>				<b>Ending Date</b>									
14	<b>Purpose:</b>													
15														
16														
17														
18														
19	<b>Accompanied By:</b>													
20														
21	<b>Total Estimated Costs</b>				<b>Please indicate with a "X" for Advance requests</b>						<b>Advance Issued</b>			
22	<b>Transportation</b>	\$			<b>80 Percent</b>	yes			no					
23	<b>Meals/Lodging</b>	\$			<b>Registration</b>	yes			no					
24	<b>Registration Fee</b>	\$			<b>Airfare</b>	yes			no					
25	<b>Other</b>	\$				yes			no					
26	<b>Total</b>	\$												
27					<b>APPROVALS</b>									
28	<b>Account Number</b>	<b>Amount</b>			<b>Approval</b>									
29						<b>Dept. Head or Dept. Chair</b>				<b>Date</b>				
30						<b>Dean or Admin Head</b>				<b>Date</b>				
31						<b>* Provost/Vice Chancellor</b>				<b>Date</b>				
32						<b>* Chancellor</b>				<b>Date</b>				
33														
34														
35														
36														
37														
38	<b>**Signature of Traveler</b>				<b>Date</b>				<b>Funds Available</b>				<b>Date</b>	
39	<b>**Signature of Traveler Agreement</b>													
40	By signing, travelers certify that they will follow COVID-19 protocols in effect for the travel destination. The traveler also agrees to check all of the travel warnings and alerts for this area prior to the trip and assumes any risk while traveling to this area. Warnings and alerts can be found at <a href="http://travel.state.gov/content/passports/en/alertswarnings.html">http://travel.state.gov/content/passports/en/alertswarnings.html</a>													
41	<b>* International Travel Requirement</b>													
42	Signatures must be obtained from the Provost/Vice Chancellor and the Chancellor along with attaching a Request for Approval of International Travel form prior to submitting to Procurement Services for processing.													
43														

## Appendix C—Departmental Student Travel Grants

Use the form on the next pages to apply for GGE Department support to attend a conference. Make sure to **save ALL receipts** during your travel.

# Geology and Geological Engineering Student Travel Grant



Travel applications must be received 30 days before travel.

**Instructions (please read carefully):** You must answer all questions pertinent to your travel or your application will not be considered.

Monetary Awards:

Students presenting research: Funds are dispensed depending on the department's budget. However, a minimum \$300 grant will be available provided that there is a \$300 match from other sources (i.e. university or external grants). Higher funding amounts depend on the requests.

Students *not* presenting research: \$100

---

## Statement of Understanding

I understand that this reimbursement-based travel grant offered by the Department may be used to cover travel-related expenses for presenting research or other scholarly work at a professional conference, and that I must be the sole person presenting this work at the conference, and that reimbursement may cover conference registration, transportation, and lodging, but not food or entertainment.

I understand that I may only receive one Department travel grant per year, and that I have not already been allocated a grant during this year. I further understand that attempting to apply for a second grant in a year in which I have already been awarded a grant may endanger my eligibility for the following year.

I understand that I may be denied funding even if I follow all instructions and deadlines and complete all requested information on this application. I understand that failing to submit all requested information on this application or failing to follow all instructions and deadlines provided by the Department may result in denial of reimbursement and my travel grant award being reallocated to another student.

I hereby attest to the validity of the information I provided in this application, and I understand that falsifying this information may result in my ineligibility from receiving Department monetary awards indefinitely. By submitting this form electronically, I am authorizing my typed name below to substitute for my actual signature.

**Typed Name:** \_\_\_\_\_



Geology and Geological Engineering Department Student Travel Grant\*

Date \_\_\_\_\_ Name \_\_\_\_\_

Dates of Trip \_\_\_\_\_ Destination(s) \_\_\_\_\_

Time of Departure: \_\_\_\_\_ AM PM Time of Return: \_\_\_\_\_ AM PM

Name of Meeting \_\_\_\_\_

If paper is to be presented, Title of Paper:

Is the paper/presentation Invited Volunteered

Status in program:

Undergrad MS Pre-qualifying exams ABD

Expected date of graduation

Purpose of Trip:

Benefit to Department/University:

Anticipated Costs:

Source of Estimate or Explanation:

Please check applicable items and estimate cost:

___ Airfare	\$ _____	_____
___ Lodging	\$ _____	_____
___ Meals (Per diem)	\$ _____	_____
___ Registration	\$ _____	_____
___ Car Rental	\$ _____	_____
___ Mileage (private vehicle)	\$ _____	_____
___ Misc. Other	\$ _____	_____
TOTAL:	\$ _____	

Funds Requested or Available (excluding this request)

<u>Source</u>	<u>Amount</u>	Awarded	Requested
<u>Your Advisor</u>	\$_____	_____	_____
<u>UM Grad. School</u>	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	\$_____		

Total Funds Requested from Department: \$\_\_\_\_\_

\* \* \* \* \*

List the amount and sources of travel funds received from University sources during the last twelve months:

---

\*In addition to this cover sheet, you must submit an additional two pages (maximum) of supporting material. This may include, for example, an abstract of your talk or a letter to the Committee detailing the importance of your receiving travel support at this time.

You must discuss the travel with your advisor prior to applying for support from the department. If your advisor approves, they must sign below and include whether or not they are including support for your travel.

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor account number: \_\_\_\_\_

## Appendix D—Graduate School Travel Grant

<https://gradschool.olemiss.edu/current-students/travel-grants/>

The Graduate Student Travel Award program makes available limited support for a graduate student who is first author on a research presentation and/or recognized through an award for original research/scholarship.

The travel award will provide \$200 for presentations at professional meetings. However, a grant of up to \$300 will be available provided that there is a minimum of \$300 of financial support from university sources applied prior to the \$300 offered by the Graduate School (i.e., from the department or college or external grants).

A student is only eligible to receive one travel award (regardless of the amount) in an academic year.

To apply for the Graduate Student Travel Award:

Any student requesting funds must submit a Travel Authorization Form (this link takes you to the form on our Procurement website) and the Graduate Student Travel Form at least 10 days prior to the date of the trip.

Students who do not apply for funding by the deadline (10 days prior to the date of the trip) will receive \$50. The reduced funding is subjected to the same limit of one travel award in an academic year (the academic year is considered to run from July to June in this case). In addition, the Graduate School will not process any travel award forms received on or after July 1 for travel that occurred prior to that date.

The following items must accompany the Travel Authorization Form and Graduate Student Travel Form:

- Conference announcement
- Acceptance letter from the conference
- Abstract

\*\*\*Only students presenting are eligible for funds.

Forms must be signed by the department chair and the student requesting travel funds.

Upon return from the conference, the student must submit a Travel Reimbursement Form (this link takes you to the form on our Procurement website). Only the amounts authorized will be reimbursed. All receipts from your travel MUST be attached to your Travel Reimbursement Form (gas, hotel, registration, flights, etc.)

Due to limited funding, only one award per fiscal year may be granted to an individual. All applications require the signature of the department chair or graduate program coordinator before evaluation and approval by the Graduate School and must be submitted at least 10 days prior to the date of the trip.

# The University of Mississippi Graduate School Graduate Student Travel Form

The Graduate Student Travel Award Program makes available limited support for a graduate student who is first author on a research presentation and/or recognized through an award for original research/scholarship. The travel award will provide \$200 for presentations at professional meetings. However, a \$300 grant will be available provided that there is a \$300 match from university sources (i.e., from the department or college or external grants). Students should complete this form and submit it to the Secretary at the Graduate School **at least 10 Days prior to date of trip.**

*Note, students are limited to one award per each July-June cycle. In addition, **students who do not submit the form by the deadline will only be eligible for \$50 in travel funds** (but still subjected to the same limit of one award per cycle). The Graduate School **will not** process any forms received on or after July 1 for travel that occurred prior that date.*

Name: Click to enter name.

Date: Click to enter a date.

Department: Click to enter department.

Travel Dates :Click to enter travel dates.

Destination: Click to enter destination.

Organization: Click to enter organization.

Title and type of presentation (attach (1) abstract or description of award AND (2) notice of presentation acceptance):

Click to enter title and type of presentation.

Estimated Cost of Trip : Click to est. cost.

Other Sources of Funding: Click to enter funding source.

The Graduate School Travel Award is dependent upon availability of funds and the Graduate School reserves the right to limit the amount and frequency of support for graduate students as necessary.

If you are requesting a travel advance or require prepaid registration, you must also submit the Travel Authorization Form which can be obtained from your department.

A Travel Reimbursement Form should be submitted to all sponsoring parties (including the Graduate School) as soon as possible after returning from the trip to allow for processing of the reimbursement. Late forms may result in the rescinding of a travel award.

I certify that the student meets the above Travel Award qualifications.

\$200

\$300 (match required from university sources)

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE - - - OFFICE USE ONLY**

To be completed by the Graduate School

APPROVAL:

DATE:

COPIES TO:

DATE MAILED:

\$200 award \_\_\_\_\_

\_\_\_\_\_

Chair \_\_\_\_\_

\_\_\_\_\_

\$300 award \_\_\_\_\_

\_\_\_\_\_

Student \_\_\_\_\_

\_\_\_\_\_

Posted \_\_\_\_\_

Date Posted \_\_\_\_\_

Posted By \_\_\_\_\_

Dbase# \_\_\_\_\_

## Appendix E—Travel Reimbursement

After you return from University-sponsored travel, you must complete and submit a travel reimbursement form, along with all of your receipts. Use the form at this link (a copy of which is shown below): <https://procurement.olemiss.edu/travel-reimbursement-forms/>

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	<b>The University of Mississippi</b>						Employee					Trip #	
2	<b>Travel Reimbursement Voucher</b>						e-mail					<b>**SAP Personnel # is required</b>	
3	A	Contact Person:					Dept Name					Pers #	
4	CONTACT	Purpose and Place of Trip:					Meeting:	Time	Date	Accompanied By:		Phone #	
5							Began @						
6							Ended @						
7													
8	B	Date										Totals	
9	DAILY TRAVEL EXPENSES	1 Actual Meal Expenses: This is not a "Per Diem". You have to itemize per day the actual meal expense.											
10		a. Breakfast											
11		b. Lunch											
12		c. Dinner											
13		<b>Daily Meal Totals</b>											
14		2 Lodging*											
15													Total Meals and Lodging
16		3 Meal Tips (not to exceed 20%)											
17		4 Taxi*											
18		5 Parking, Tolls*											
19	6 Gasoline*												
20	7 Business Calls*												
21												Total Other	
22	C	Personal Car						Airfare*	Rental Car*	Bus/Train*			
23		C	Date	From	To	Mileage	Amount						
24		1											
25		2											
26		3											
27		4											
28		5											
29		6											
30		7											
31		8											
32		9	Insert total dollar amount from Mileage Worksheet in this row										
33								Totals					
34	D	Registration Fees			Other Reimbursable Expenses								
35			Date	Description	Amount	Date	Description	Amount					
36	EXPENDITURES	1 Conference Fee*											
37		2 Banquet Fee*											
38		3 Dues*											
39		4											
40		Total Fees								Total Other Expenses			
41	E	COMMENTS									H Total Expenses		
42											I Exchange Rate**		
43													
44	F	<b>CERTIFICATION:</b> SUBJECT TO ANY DIFFERENCES DETERMINED BY AUDIT, I CERTIFY THAT THE ABOVE AMOUNT CLAIMED FOR TRAVEL EXPENSES FOR THE PERIOD INDICATED IS TRUE AND ACCURATE AND THAT PAYMENT FOR ANY PART HAS NOT BEEN RECEIVED.											
45	APPROVAL	EMPLOYEE'S SIGNATURE (REQUIRED)			DATE	DEPARTMENT HEAD SIGNATURE (REQUIRED)			DATE	AUDITED BY		DATE	
46													
47	G	COST CENTER #	AMOUNT	APPROVAL	INTERNAL ORDER #	AMOUNT	APPROVAL	ADDRESS OR BANK CHANGES					
48	FINANCIAL												
49													
50													
51		* RECEIPTS TO BE ATTACHED						<a href="http://procurement.olemiss.edu/travel/">http://procurement.olemiss.edu/travel/</a>					
52		** PROOF OF EXCHANGE RATE MUST BE ATTACHED											