Southeastern Transportation Geotechnical

Engineering Conference (STGEC)

**Travel Scholarship Program**

The purpose of the STGEC travel scholarship is to provide the financial means for a STGEC member state geotechnical employee to attend the conference who otherwise would be unable to attend due to the state’s out-of-state travel restrictions or budget constraints. It is desirable to have a representative from each member state at the conference.

Amount of Scholarship

The current maximum amount per person is $2000.00 but is subject to change based on available funds. The scholarship is to be used for travel costs such as personal car use, gas mileage, airfare, hotel costs, and per diem.

Criteria

Up to two scholarships per state will be allowed subject to funding availability on a first-come-first-serve basis. For a pool total of 26 Scholarships for the States to use. Each person receiving a scholarship is expected to actively participate in the conference by making a technical presentation, serving as a panel member or session chair, or similar contributions. Also, the conference treasurer and co-treasurer are eligible to receive a scholarship, not counted in the pool total.

When states do not use their allotment by two weeks before the conference other states may request to use up to two extra scholarships per State from the pool total for states wanting to send more people. In order to use these scholarships, the person must give a presentation.

Persons requesting the scholarship should send in the attached Travel Scholarship Request as soon as possible to determine if scholarship will be available and any specific requirements.

Procedure

Travelers are required to make their own travel arrangements and pay their own travel expenses. Eligible travel expenses will then be reimbursed after they submit a GSA voucher form, SF1012, which can be downloaded from GSA’s website. All travel should be conducted in accordance with GSA Travel Policy, which can be viewed at GSA - Domestic Per Diem Rates.

Eligible Expenses

* Airfare in Coach class or rental car (if competitive with airfare)
* Hotel for up to 4 nights
* Per Diem for up to 5 days (¾ rate on the first and last day). Adjustments to the daily rate should be made to reflect meals provided as part of the conference.
* Shuttle between airport and hotel (rental cars will NOT be reimbursed)
* Mileage for use of a personal vehicle
* Parking

Travelers receiving this scholarship need to register but will **not** be required to pay the registration fee.

After the Conference, travelers will be required to submit copies of receipts for airfare or car rental, hotel and parking with the voucher form to the Conference Treasurer (see address on next page) in order to be reimbursed. The capped amount per person shall be as follows:

* Maximum Travel Scholarship is based on the actual expenses but not to exceed $2000.00.
* Mileage for use of a personal vehicle is reimbursed at the current GSA domestic mileage rate.

STGEC 2024 Conference

**Travel Scholarship Request Form**

Applicant Information

| Name: |  |
| --- | --- |
| Title: |  |
| Organization: |  |
| Address: |  |
| Phone: |  |
| Fax: |  |
| Email: |  |

Questions

| 1. Reasons for applying for travel scholarship? |
| --- |

| 1. Presentation Topic: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| --- | --- |

| Applicant Signature: |  | Date: |  |
| --- | --- | --- | --- |

Please fill out this form electronically, sign your name and email it to:

William Broyles at: support@stgec.org.

Maximum Travel Scholarship is based on the actual expenses (registration fee waived) but not to exceed $2000.00.

Please note that all reimbursements will be done through ACH payments, therefore you must submit a voided check when submitting a reimbursement request after the conference.

Application Record

| Date Received: |  | Number: |  |
| --- | --- | --- | --- |

STGEC 2024 Conference

**Travel Scholarship Request Form**

**Addendum**

**Please select which events you plan on participating in:**

*Event Selection*

| **Event** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** |
| --- | --- | --- | --- | --- |
| Breakfast |  | ☐ | ☐ | ☐ |
| Lunch |  | ☐ | ☐ |  |
| Ice Breaker & Social Hour | ☐ |  | ☐ |  |
|  |  |  |  |  |
| Field Trip & Lunch |  |  |  | ☐ |
| Hotel Overnight Stay \*\* You must make your hotel reservations separately. | ☐ | ☐ | ☐ | ☐ |