2016 Graduate Orientation
Travel Panel

Featuring: Jinlong Han, Kumud Joshi & Patrick Selig
Where Do You Want To Go?

Depending on your program there could be thousands of options of conferences and events you may want to attend. Ask your Advisors which they recommend.

Do some research about different events available to you
Decide which event would best increase your knowledge and fulfill your goals

Example: A Graduate in Biology might visit ICE- International Congress of Entomology
Why?

There are a lot of reasons and benefits why you should go to conferences that focus on your area of study

• **Be inspired**, you can leave the conference with new ideas and interests that can help in your own research
• **Networking**, At a breakout session you may find yourself sitting next to your next customer, mentor, or future colleague
• **New Tips & Tactics**, conferences can help cut through the clutter to deliver the best content and products possible by the professionals that use them
• **Greater Focus**, the biggest benefit is being in a building with individuals that all like and are interested in the same things you are
Look For Funding Offered by the Conference

Once you have the location, date, conference materials, and have been accepted to the conference, you now need to focus on the funding.

Do more research on the event you’re interested in and see if they offer a fee reduction for students.

Why pay more than you have to? Ask for HELP first!
Start Your Concur Travel Request Form

Log into your Concur account through Purdue portal and start a request.
Ask your Department!

Go to your department and ask if they have an amount they can offer for the funding of your trip. They will ask you when the trip is and how much you will need.
Ask your College for funding

Have your Academic Advisor email the college for you
Ask the Office of Graduate Studies

Go on to the Graduate Studies website under the Student Resources tab and fill out the Travel Grant Information & Application papers.

1. Conference Acceptance Letter/Email
2. Conference Materials
3. Copy of Your Paper Abstract
4. Detailed Budget
5. Memo of Financial Support from Department
6. Memo of Financial Support from College

Deadline: The application must be received no later than 30 days prior to date of departure.
Ask Your Student Government Travel Committee

For Individuals
Student Travel Funding Recipient Checklist for INDIVIDUALS
Individual Student Travel Funding Award Contract
Payee Certification Form
Cash Advance Reconciliation
Student Travel Funding Assessment Form

For Student Organizations
Student Travel Funding Recipient Checklist for STUDENT ORGANIZATIONS
Cash Advance Reconciliation
Student Travel Funding Assessment Form
If Needed
Certification for Missing Receipt
Funding Probation Appeal Form

#1 Read the Criteria to receive funding on Student Affairs web page (http://www.ipfw.edu/travel/), the Helpful Tips, and the Required Forms

#2 Fill out the IPFW Student Travel Funding Request form by going on the Travel Funding webpage through the Office of Student Affairs

#3 Prepare a well organized and detailed Power Point of your trip to present to the Travel Committee with appropriate handouts
International Congress of Entomology (ICE)

- Most important international-level meeting for entomologists
- Sep. 25-30 in Orlando, FL.
- Valuable opportunity for entomologists
  - Entomological Society of America
  - Entomological Society of Canada
  - Entomological Society of China
  - ENTOMOL Meeting Team Brazil
  - Australian Entomological Society
  - The Union of Japanese Societies of Insect Sciences
- Poster presentation for student competition
- Registration volunteer & Insect Expo Volunteer
### Schedule and Detailed Budget

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$350.00</td>
</tr>
<tr>
<td>• International Congress of Entomology</td>
<td></td>
</tr>
<tr>
<td>Round-trip airline ticket (with multi-stops)</td>
<td>$468.00</td>
</tr>
<tr>
<td>• Depart on Sep. 25, 2016 (from Fort Wayne to Orlando, FL)</td>
<td></td>
</tr>
<tr>
<td>• Return on Sep. 28, 2016 (from Orlando, FL to Fort Wayne)</td>
<td></td>
</tr>
<tr>
<td>Lodging expense</td>
<td>$140.50</td>
</tr>
<tr>
<td>• Stay 3 nights (25 Nov. 2016, 26 Nov. 2016, and 27 Nov. 2016)</td>
<td></td>
</tr>
<tr>
<td>Ground transportation &amp; foods</td>
<td>$000.00</td>
</tr>
<tr>
<td>• Pay by myself</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$958.50</strong></td>
</tr>
</tbody>
</table>
eNews

News for members of the Entomological Society of America

March 30, 2016

ESA Seeks Editor-in-Chief for Insect Systematics and Diversity

ESA is launching a new journal, Insect Systematics and Diversity, which is scheduled to begin publication in January 2017. The new journal is seeking candidates to serve as its founding editor-in-chief, who will establish the vision and direction of the journal and communicate that vision to authors, subject editors, and other stakeholders. Applications are due April 22, 2016. Click here to learn more about the new journal and application requirements.

Travel Awards for the 2016 International Congress of Entomology

ESA Student Transition and Early Professional members who are planning to present at ICE 2016 and who reside within the continental United States are eligible to apply for this travel award. Winners will receive free registration to the Congress ($505) and up to $1,000 to support travel to the event. The application deadline is April 11, 2016. Click here to apply.

ICE 2016 Commemorative Poster

The commemorative poster for the 2016 International Congress of Entomology is available now. This is the fifth in the series of commemorative ESA posters, and each one is signed and numbered. Only 250 were produced. Click here to get a poster.

Roommate

If you show that you have done everything to cut cost for the trip you are more likely to get funding.

Find a Roommate for ICE 2016

Are you looking for a roommate for the 2016 International Congress of Entomology? If so, go to the ICE 2016 Roommates Facebook page at https://www.facebook.com/ICE2016Roommates and post a comment.
Cheaper Hotel

If you show that you have done everything to cut cost for the trip you are more likely to get funding

Discounted hotel rooms provided by ICE

Cheaper price with a special discount

$80.99
### Funding from Multiple Organizations

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Biology</td>
<td>$200.00</td>
</tr>
<tr>
<td>Office of Graduate Studies</td>
<td>$250.00</td>
</tr>
<tr>
<td>College of Arts and Sciences (COAS)</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$650.00</strong></td>
</tr>
</tbody>
</table>

Total expense ($958.50) – Total funding ($650.00) = $308.50

Show that you have asked around and have received funding from other sources as well.
While You Are Away

You are representing IPFW as a student liaison so act like your professors and department chair are watching you!
Keep All Your Receipts

Make sure you keep the receipts for everything you spent while traveling.

Road Tolls, gas, food, hotel, rent-a-car, conference fees, parking
We want you to share with the campus community what you learned and how your experience was! Connect with the Graduate Student Organization and ask when you can share your experiences.
Bon Voyage!
Have a great trip!