

Graduate Student Professional Development Award (GSPD)

Travel Application Process

- Student visits the Graduate College website for information and Travel Application at <https://www.radford.edu/content/grad/home/resources/development-grant.html>
- Student fills out a GSPD [Travel Application](#) and collects supporting documentation (conference schedule or agenda with dates and registration fee, lodging costs, etc.), and evidence of acceptance of presentation.
- Student works with Departmental Administrative Assistant to complete the Travel Application adhering to University and State policy. The Departmental Administrative Assistant attaches a relevant [GSA Per Diem Calculator](#) with the application.
- Departmental Administrative Assistant submits the [Travel Application](#) signed by the student, Program Chair and Department Chair, and all supporting documentation to the Graduate College.
- Graduate College Dean reviews the Travel Application and documentation for consideration and determines the award.
- The Graduate College submits a [Chrome River Student/Guest Reimbursement Request Form](#) to obtain student delegate access.
- The Graduate College enters a Chrome River travel pre-approval for the award amount, attaches the Travel Application and documentation, and enters the award in the GSPD award spreadsheet.
- Student receives a Chrome River email to review and approve the Travel Application pre-approval.
- When all approvals are received in Chrome River the student will receive a final email pre-approval acknowledgement.
- Within five (5) days of returning from travel, the student turns in all original receipts to the Graduate College in Buchanan Hall or via P.O. Box 6928.
- The Graduate College enters a Chrome River expense voucher for approval, and attaches receipts.
- Student receives a Chrome River email to review and approve the Chrome River expense voucher.
- When the expense voucher is fully approved Accounts payable will process payment to the student.