# NSF Travel Grants

## Eligibility
- Applicant must be a US Citizen or at a US institution.
- Applicant must be a grad student, independent scholar, or recent PhD (received in last 5 years).
- The grant only covers travel to and from the hotel and registration costs.
- The grant does not cover travel during the meeting or hotel expenses.
- Airfare must be booked on US-flag airlines.
- Applicant must participate in meeting to apply for award and receive reimbursement.

## Requirements
- Grad students must provide proof of student status.
- Maximum award amounts are $750 for domestic travel and $1000 for international travel.
- Reimbursement for car travel must be cheaper than the lowest priced airfare.
- Airline receipts must include passenger’s name, airline, and proof of purchase.
- All amounts must be in USD. Foreign currencies should be exchanged according to the WSJ rate on the day of purchase.

## General Guidelines for NSF Compliance

### 1. Grant Application
- Disseminate grant applications concurrently with acceptance letters.
- Collect grant applications using the online NSF travel grant form.
- The form screens for eligibility. If an applicant doesn't meet the criteria, they cannot apply.

### 2. Grant Application Review
- Form data is sent to a society-specific spreadsheet.
- Review applications by researching costs. Enter 0 into any researched field to reject a candidate.
- Budget may be inflated to compensate for no-shows and comparatively lower reimbursement costs.
- Use generated links in the spreadsheet to expedite researching costs.
- Process applications as they arrive for best results.

### 3. Reimbursement
- Disseminate reimbursement forms during or after the meeting.
- Set a strict deadline for completing the form.
- Collect reimbursements using the online NSF reimbursement form.
- The form requires the completion of a survey.

### 4. Process Reimbursements
- Form data is sent to a society-specific spreadsheet.
- The spreadsheet will import initial award, proof of student status.
- Process reimbursement by comparing receipts to claimed costs.
- Airfare must have a receipt, not an itinerary.
- Disseminate payment. Notify HSS when complete.