Ph.D. Student Travel Support
Pilot Fiscal Year 2016 (ending 6/30/16)

Information for: Faculty, Ph.D. students, student services staff and financial staff for each college/unit.

Overview: To encourage academically focused travel of Ph.D. students between the Ithaca campus and the Cornell Tech campus in New York City a program of financial support is being piloted. Cornell Tech, the Jacobs Institute at Cornell Tech, Computing and Information Science, and the College of Engineering have each agreed to contribute $12,000 for 1 year, for a total of $48,000 in FY16. The goal is to make processes as streamlined as possible as a pilot and make enhancements if travel support continues in the future.

Procedures:

1) Basic principle: The student’s faculty supervisor provides 50% of the cost of the student’s travel and 50% is covered by funding from the Dean or Director (Jacobs Institute) where the student’s tuition is credited. [Exception on supervisor funding in scenario 3a noted below.]

2) Travel must be approved in advance and submitted to the appropriate Dean’s financial office with signature or email approval of faculty supervisor included (see Ph.D. Travel Support Application).

3) Travel scenarios and expense limits:
   a. Ithaca based Ph.D. student is interested in having a Cornell Tech faculty as their advisor (with request from interested NYC faculty; no faculty funding required): Up to $400/trip with cap of $1,200 per semester
   b. Ph.D. is student traveling for either a research collaboration or academic event at the other campus (with faculty supervisor approval and 50% funding): Up to $400/trip with cap of $1,200 per semester
   c. PhD student with advisor on the other campus travels to meet with advisor/group (with faculty supervisor approval and 50% funding): Up to $1,800 per semester
   d. PhD student with advisor in NYC takes course in Ithaca (with faculty supervisor approval and 50% funding): Up to $400/trip with cap of $1,650 per semester

4) Student must submit a travel reimbursement request with appropriate receipts (see https://www.engineering.cornell.edu/intranet/finance/travel.cfm for procedures).

Contacts: Each Dean’s office will track projected and actual expenditures and provide an alert if available funds for their unit(s) is nearly expended.

CIS: Yl Guanchez (Dean’s financials)
COE: Heather Parente (Dean’s financials)
Cornell Tech & Jacobs Institute: Michael Weissman (Dean’s/Jacobs Institute financials)
AY 2018 – 2019 Supplemental Information Science Department Policy on Ithaca-NYC Ph.D.  Student Travel

Principle: We want to create an environment where Information Science Ph.D. students can take advantage of the academic opportunities at each of the two campuses. This supplemental policy augments the Ph.D. Student Travel Support Policy (see https://cornell.com/PhDTravel) shared between all fields to account for these differences.

1) Location of student: For the purpose of this policy, where the student is located at any particular time is determined by where the student’s tuition is credited or where the student is appointed as a TA, not by where the advisor is located.

2) Supported Travel: Travel has to be approved before it takes place. In addition to the student’s advisor, the IS-DGS (for Ithaca students, currently Tanzeem Choudhury) or the IS-PhD Liaison (for Cornell Tech students, currently Tap Parikh) can approve travel as the Supervisor according to the Ph.D. Student Travel Support Policy, and supply the 50% cost share for the following reasons:

1. The student is taking one of the four IS core classes or the Design Project, and would like to attend a lecture at the other campus in person, instead of attending remotely. (Indicate Travel scenario d on the Ph.D. Student Travel Support Application)
   Up to $400/trip with cap of $1,650 per semester

2. The student is spending a semester at the other campus for the purpose of taking classes, and needs bus travel to and from the other campus at the beginning and end of the semester. (Indicate Travel scenario d on the Ph.D. Student Travel Support Application)
   Up to $400/trip with cap of $1,650 per semester

3. The student is taking part in a group trip organized by the Information Science field. (Indicate Travel Scenario b on the Ph.D. Student Travel Support Application)
   Up to $400/trip with cap of $1,200 per semester

4. The student is traveling where the primary purpose is in service to the field (e.g. organize Ph.D. student visit day, give guest lecture in class). (Indicate Travel scenario b on the Ph.D. Student Travel Support Application)
   Up to $400/trip with cap of $1,200 per semester

5. A Cornell Tech based PhD student is interested in having faculty at the Ithaca campus as his/her advisor (with request from the interested faculty; no faculty funding required). This provision will remain in effect until the Ph. D. Student Travel Support Policy, created as a pilot in FY 16, is revised to accommodate the Cornell Tech based students in search for an Ithaca advisor. (Indicate Travel scenario b on the Ph.D. Student Travel Support Application)
   Up to $400/trip with cap of $1,200 per semester

3) Funding Limits: The funds for the 50% cost share are covered by the Information Science Department or Cornell Tech depending on the location of the student at the time of travel. Per trip and per semester limits are derived from those of the Ph.D. Student Travel Support Policy. Available funds are capped and annually adjusted based on the size of the PhD program.

4) How to apply: Use the form at https://cornell.app.box.com/PhDTravelApplication, and use “IS-DGS (Tanzeem Choudhury)” (Ithaca students) or “IS-PhD Liaison (Tap Parikh)” (Cornell Tech students) in the field “Supervisor”. See above for selecting the “Travel Scenario”. As account number fill in “IS Travel”.