

GSIS BK21 Domestic Academic Conference Travel Grant Guidelines

GSIS BK21 Domestic Academic Conference Travel Grant			
Items Category	Travel Grant	Conference Registration Fee	Remarks
Accommodation	Actual expense within KRW 80,000/night	Actual expense (invoice required)	<ul style="list-style-type: none"> - Only given for official conference period (expenses for personal reasons that extend the travel period before/after the conference period will not be supported) - Transportation will only be covered for trains/buses/flights that provide official boarding passes or passenger tickets
Transportation	Actual expense		

1. Eligibility and selection schedule:

- 1) Eligibility: Open to all GSIS BK21 students (both BK21 Fellows & Participants)
 - Grants will only be given to those applicants who successfully submitted all documents within an appropriate time period.
- 2) Selection schedule
 - Applicants must apply for the grant as soon as their paper is accepted for presentation. Even if you apply immediately after acceptance, your application may not be guaranteed if there is not enough time for the selection process.

2. Items to submit for application:

- 1) GSIS BK21 Academic Conference Travel Grant Application Form, Pledge Form, and Confirmation of Conference Participation Conditions (Attachment 1)
- 2) Official invitation letter from host institution (if not issued officially, submit a copy of an email that indicates your paper has been accepted for presentation)
- 3) Tentative program (attach the program page and highlight the section that indicates your name, affiliation, and paper title): if not available before application for travel grant, later submission may be possible.
- 4) Registration fee invoice
 - Invoice must indicate *both* student membership discount & early-bird registration rate
 - Student membership fee must be paid personally and will not be covered as part of the travel grant. Only the registration fee for the specific conference you are attending will be covered. Other costs, including membership fee, special course/lecture fees, costs for extra activities, etc., must be covered personally.
 - The fee *must be paid electronically by the BK21 Program Office* after you are selected as a travel grant recipient (the fee cannot be reimbursed if personally paid in advance).

3. Items to submit after returning from the conference:

- 1) Outcome Report (Attachment 2)
- 2) Transportation (flight, bus, train) e-itinerary (or invoice that contains travel information)

- 3) Boarding passes and/or passenger tickets (original outgoing and return tickets)
- 4) Accommodation receipt(s) (check-in and check-out dates indicated)
- 5) Paper & Presentation files (affiliation must be indicated as “Graduate School of International Studies, Seoul National University”; with GSIS BK21 Program acknowledgment)
- 6) Certificate of Participation - if not issued by the host institution, print an email received from the secretariat that confirms your participation (and presentation).

4. Remarks:

- 1) Travel grant will be given after returning and successfully submitting required documents, unless expenses are directly paid via the BK21 Program Office prior to your departure. Submission of additional proof of expenses may be requested.
- 2) All administrative processes and expenses required for the travel must be handled by the student personally, including receiving invitation letters and certificates from the host institution, etc.
- 3) In principle, no duplicate travel grants are allowed. Please contact our administrative staff in advance if travel grants are offered by the institution hosting the conference.