

# GRADUATE STUDENT TRAVEL REQUEST FORM

Graduate Studies Office  
124 Borland Building

Travel Request forms must be submitted to the unit head of your department/school before being forwarded to the Graduate Studies office in 124 Borland Building.

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Graduate Major: \_\_\_\_\_ Degree sought: \_\_\_\_\_

Previous awards, presentations, professional society activities, publications, honors held:

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Purpose of Travel:   A. Presentation of Research or Creative Work  
                          B: Other (see below)

Location of Presentation: \_\_\_\_\_

Dates of Travel (Inclusive) \_\_\_\_\_ to \_\_\_\_\_

A. For Paper Presentation: Title of paper \_\_\_\_\_

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- Degree of Involvement: Author \_\_\_\_\_ Co-Author \_\_\_\_\_ Commentator \_\_\_\_\_
- Participant in a special graduate activity \_\_\_\_\_ Poster session \_\_\_\_\_
- Name of Conference \_\_\_\_\_

- Nature of Conference: Main meeting of discipline/field \_\_\_\_\_ Special topic \_\_\_\_\_  
Conference for special purpose (not annual) \_\_\_\_\_ Professional/non-academic \_\_\_\_\_

- Will your presentation be based on your thesis work? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "no," what is the basis for the presentation? \_\_\_\_\_

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B. Other Purpose of travel: If your purpose of travel is not covered by the previous questions, please describe.

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Estimated Budget for Travel

- 1. Transportation costs: \$ \_\_\_\_\_ (mode of transportation \_\_\_\_\_)
- 2. Lodging costs: \$ \_\_\_\_\_ (\$ \_\_\_\_\_ per day for \_\_\_\_\_ days)
- 3. Food and incidentals \$ \_\_\_\_\_ (\$ \_\_\_\_\_ per day for \_\_\_\_\_ days)
- 4. Registration fee (if applicable) \$ \_\_\_\_\_
- Total Expenses \$ \_\_\_\_\_

Amount requested from the Graduate Student Travel Fund \$ \_\_\_\_\_

**To be completed by Department Head/School Director**

Department/School matching contribution to Student Travel Grant\* \$ \_\_\_\_\_

Other Contributions: Source(s) \_\_\_\_\_ \$ \_\_\_\_\_

Please rate on a scale of 1 (low) to 5 (high), the significance of the event for which funding is requested in the student's field \_\_\_\_\_

Please comment about the significance of the student's research and presentation and prioritize on a scale of 1 (low) to 5 (high) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ I

I recommend that this student be considered for a Graduate School Travel Grant based on his or her previous record and the present status of research or creative accomplishment.

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Signature of Thesis Advisor

Date \_\_\_\_\_

Date \_\_\_\_\_

*\*Matching grant from the department or school must be at least half of the amount requested by and authorized for the graduate student from the Student Travel Fund.*

**To be completed by College Associate Dean for Academic Affairs**

Funding allocated from the Graduate Student Travel Fund \$ \_\_\_\_\_

TOTAL AMOUNT FROM DEPARTMENT/SCHOOL, AND TRAVEL FUND \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of College Associate Dean

\_\_\_\_\_  
Date