GRADUATE STUDENT TRAVEL REQUEST FORM
Office for Administration, Research and Graduate Studies
124 Borland Building

Travel Request forms must be submitted to the unit head of your department/school before being forwarded to the Office for Administration, Research and Graduate Studies in 102 Borland Building.

Name: _______________________________ E-mail address: _______________________

Graduate Major: __________________________ Degree sought: _______________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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 ___________________________________________

________________________________________________________________________

• 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? _____________________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
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 $_________

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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 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
Date ________________

__________________________________________
Signature of Thesis Advisor
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.

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To be completed by College Associate Dean for Administration, Research and Graduate Studies

Funding allocated from the Graduate Student Travel Fund $_________
TOTAL AMOUNT FROM DEPARTMENT/SCHOOL, AND TRAVEL FUND $_________

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Signature of College Associate Dean
Date