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:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

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
__________
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.*

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### 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