

CONFERENCE TRAVEL AWARD APPLICATION

ELIGIBILITY: Graduate students enrolled in a PhD granting program who have passed the Preliminary exam, submitted the results to Academic Affairs, and are actively participating in a conference (i.e., presenting a paper or poster, or leading a discussion on their research) are eligible. Students are limited to one conference travel award per fiscal year (June 1 - May 31). Students attending conferences during the academic year must be registered at the time of the conference and not graduating in the conference term. For summer conferences, students must be registered for the upcoming fall semester, and have been registered for the previous spring semester.

TERMS OF THE AWARD: The Graduate School will not award conference travel awards related to actual travel until further notice but will award funds to cover web-based conference registration expenses. The same guidelines regarding the expense and application process should be followed. The Graduate School will provide 70% of the total expense for registration fees. The maximum amount to be paid by The Graduate School is \$525.00 (70% of \$750). The applicant's department is responsible for providing the remaining 30% of the total expense. If the student has received a non-departmental grant for travel, this amount must be deducted from the expense prior to allocations.

REIMBURSEMENT: Save all detailed original expense receipts. NO ALCOHOL OR SNACK expenses will be reimbursed. When you return from your trip submit all receipts to your DGSA/PI for processing. The processor must submit reimbursement no later than 30 days from the date of your return in order for you to receive reimbursement.

TRAVEL AWARD APPLICATION PROCEDURE: Students must complete and submit the following travel award application 30 days prior to their conference. The application must be signed by the Director of Graduate Studies in your department, which also indicates the department's commitment to provide support of up to 30% of the total expenses. If the applicant's department cannot commit to providing support, the award application will not be approved. The application form must be accompanied by a 1). A brief letter of intent and 2). The submitted abstract of the paper or poster being presented. Once complete, submit all documentation to your department administrator, DGSA, or PI for processing.

Name _____ DUID _____ Email _____

Department _____ Dept. Box # _____

Will you be registered full-time at time of conference? _____

Have you received a Conference Travel Grant in the current fiscal year? _____

Title/Topic of paper you will be presenting _____

Conference title _____

Expenses Details:

Registration fee \$ _____ Total Requested \$ _____ Other Awards \$ _____

Applicant Signature _____ Application Date: _____

Departmental Endorsement: This student is endorsed by his/her department & will receive 30% of the allowable expenses from the department. Please give expected departmental fund code. # _____

Director of Graduate Studies _____ Date: _____

