

Request for Graduate Student Travel Support

Name: _____ ID no: _____

Email Address: _____ Phone: _____

Mailing Address: _____

Major/Degree: _____

Name of Conference/Seminar Attending: _____

Date(s) of Conference/Seminar: _____ Location of Conference: _____

Amount of Funding Requested: _____ How many hours are you registered for (semester of travel): _____
(up to \$500 for full time student, up to \$300 for part time student) Are you a full time GA? YES ___ NO ___

To be eligible for travel funds, the applicant must **present** research results (poster or verbal presentation) at a professional conference or workshop in the United States. For requests of up to \$500, he/she must be registered for full time coursework the semester the travel occurs (9 hours of graduate coursework for fall/spring or 6 semester hours of graduate coursework over the summer.) If registered for less than 9 hours, maximum funding is up to \$300. Students may be eligible for funding one time per academic year. Requests must be submitted at least 30 days prior to travel to the Office of Graduate Studies, Attn: Suzanne Giossi. Suzanne.Giossi@tamuc.edu (903) 886-5176.

Are you requesting/receiving additional support from another department or sharing expenses? (i.e. riding university transportation, sharing room or transportation, or receiving monies from your department for expenditures) If yes, indicate which department, how much money and for what purpose. If you are sharing any expenses, please list other student/person, what expense/s are to be shared, and how much. (Attach an additional page if you need more space to explain.)

If awarded travel funds from the Graduate School, what will you use the funding for? Please list expenditures and how much for each (Attach an additional page if you need more space to explain.):

To apply for travel funds, the applicant must submit prior to travel:

- This request form completed in full including all signatures below.
- A brief summary (two pages maximum) of research results that will be presented.
- Letters of support from research advisor **and** department head.
- A confirmation letter/email from the conference showing presentation approval

Upon return, the applicant must submit within 30 days to the Graduate School: Travel support form (attached to the approval/awarded email), a written report of the trip, all receipts (receipts must be in the student's name and originals, no copies), and a copy of the agenda/schedule from conference.

Applicant _____ Date _____

Research Advisor _____ Date _____

Department Head _____ Date _____

_____	Amount approved: _____ / _____
Dean of Graduate Studies	OFFICE USE ONLY _____ Date _____