

## GRADUATE STUDENT TRAVEL FUND REQUEST

The Graduate College makes every effort to support master's and doctoral student travel to professional conferences. To be eligible for travel funds the student must:

- have an accepted conference paper, poster, professional presentation or performance / exhibit \*
- be enrolled in a graduate degree program
- be in good academic standing during the semester the conference is held
- meet all Texas State travel regulations.

The Graduate College will partially fund two graduate student conference travel requests per academic year. Please note that the content and title of the presentations must differ from one another. The Graduate College award will be made after considering department/school and college contributions, as well as available funding.

**\* DOCUMENT MUST BE ATTACHED TO THIS FORM VERIFYING THE CONFERENCE HAS ACCEPTED THE PRESENTATION OR PERFORMANCE/EXHIBIT.**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

TX State Dept.: \_\_\_\_\_ Name of Conference: \_\_\_\_\_

Conference Dates: \_\_\_\_\_ Location of Conference: \_\_\_\_\_  
(City & State)

Travel Dates: \_\_\_\_\_

Please check one of the following that best describes your conference participation:

( ) Paper Presentation    ( ) Poster Presentation    ( ) Professional Presentation    ( ) Performance / Exhibit

Presentation or Performance / Exhibit title: \_\_\_\_\_

**Estimated Travel Expenses:** In instances where more than one student attends the same conference, efforts should be made to ensure consistency in travel cost estimates.

Air Fare	
Mileage/Car Rental/Taxi	
Hotel	
Conference Fees	
Meals	
<b>Total</b>	

I have read and agree to the conditions and requirements for funding.

\_\_\_\_\_  
Graduate Student Signature

\_\_\_\_\_  
Graduate Student Email Address

	Award Amount	Signature	Date
Dept. Chair/Director			
College Dean			
Graduate Dean			
<b>Total</b>			

This form should be routed through the department chair or school director, academic college dean and then to the Graduate Dean via Rebecca Witherington.

**Note:** The Graduate College should be notified regarding unused funds or allocations as soon as possible for reallocation.

Comments: \_\_\_\_\_

With few exceptions, state law gives you the right to request, receive, and correct information about yourself collected on this form.