

COLLEGE OF LIBERAL ARTS UNDERGRADUATE STUDENT TRAVEL FUND REQUEST

You must submit this travel fund request with all required documentation no later than 3 weeks prior to the conference date in order to ensure funding.

Eligibility Requirements

- meet all Texas State travel regulations
- 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

***A document verifying the conference has accepted the presentation or performance/exhibit must be attached to this form.** The document must be sent by conference organizer, addressed to student (or include student's name in the list of named presenters), and include the title of the accepted work.

Conference Information

Student Name (please print): _____ Texas State ID: _____

TX State Dept.: _____ Name of Conference: _____

Conference Dates (mm/dd/yy): _____ Location of Conference: _____
(City & State)

Travel Dates (mm/dd/yy): _____

Select the following that best describes your conference participation:

Paper Presentation Poster Presentation Professional Presentation Performance/Exhibit

Presentation or Performance/Exhibit title: _____

Estimated Travel Expenses

Use consistency in travel cost estimates when more than one student attends the same conference.

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

See next page for signature

Signature

Please complete this form with the required conference verification document and submit to your department.

By selecting the boxes below, you affirm the following:

- I have read and agree to the conditions and requirements for funding.
- I have attached documents confirming that my presentation has been accepted.

I will notify my department and the College of Liberal Arts if any funds or allocations go unused as soon as possible.

Undergraduate Student Signature

Undergraduate Student Email Address

OFFICE PROCESSING ONLY			
	Award Amount	Signature	Date
Dept. Chair/Director			
College Dean			
Total			

Comments: _____

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