

Graduate Studies Travel Fund Application Form, 2011-12

Note: Only applications from graduate students *presenting* at professional meetings and conferences can be considered.

Name: _____
Student ID #: _____

Grad Program: _____

Campus Address: _____
Campus Phone: _____
Campus E-mail Address: _____

Home Address: _____
Home Phone: _____

Destination: _____

Departure Date: _____ Return Date: _____

Estimated Costs:

Presentation Costs (e.g., poster production)	\$ _____
Transportation (Air Fare, Cab Fare, car rental, etc.)	\$ _____
Lodging: _____ nights @ _____/night*	\$ _____
Meals: _____ days @ _____/day*	\$ _____
<i>*Reimbursement for lodging and meals will be based on UWS guidelines; see following web site: www.uwsa.edu/fadmin/travel.htm</i>	
Registration Cost:	\$ _____
Other** _____	\$ _____
<i>**GSTF does not reimburse for membership costs.</i>	
Total:	\$ _____
Additional Funding Received:	\$ _____
Adjusted Total:	\$ _____

1. Abstract: A summary of applicant's research or creative work.

2. Professional Development: A statement of how this presentation is contributing to the applicant's professional development.

3. Scholarly Development: A statement explaining reasons why this knowledge is important.

4. Please attach the following to the application form: a) a letter of support from a faculty advisor; b) photocopy of brochure or announcement describing the activity; c) a copy of the letter or invitation or other evidence of scheduled participation.

Signature of Applicant

Date: _____

Signature of Department Chair

Date: _____

Commitment of Dept. Funds (please check one): No Yes Amt: \$ _____

If "No," please check one of the following:

Applicant has used his/her available travel allocation.

Would support, but no department travel funds available.

Other (please explain) _____

Signature of Director of Graduate Services, Office of Graduate Studies

Date: _____

Award Amount Authorized: \$ _____