

Request for Graduate Student Travel Support

Name: _____ ID no: _____

Address: _____ Phone: _____

E-mail Address: _____

Major/Degree: _____

Name of Conference/Seminar Attending: _____

Date(s) of Conference/Seminar: _____

Location of Conference: _____

Amount of Funding Requested (up to \$500): _____

- 1) 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. He/she must be registered for coursework the semester the travel takes place (9 hours of graduate coursework for the long semester (fall or spring) or 6 semester hours of graduate coursework over the summer the semester of travel). If registered for less than 9 hours, maximum funding is \$300.
- 2) To apply for travel funds, the applicant must submit prior to travel:
 - a) This request form completed in full.
 - b) A brief summary (two pages maximum) of research results that will be presented.
 - c) Letters of support from research advisor and department head. They should be forwarded to the Office of Graduate Studies and Research, attention Vicky Turner, or by email to Vicky.Turner@tamuc.edu.
 - d) A confirmation from the conference showing presentation approval
- 3) 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 agenda/schedule from conference.

Requests must be submitted prior to travel to the Office of Graduate Studies and Research, attention: Vicky Turner. For questions, call me at 903/886-5167.

Applicant Date

Research Advisor Date

Department Head Date

Amount approved: _____/_____

Dean of Graduate Studies and Research Date

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