

# Request for Graduate Student Travel Support

Requests must be submitted at least 30 days prior to the travel date to The Graduate School, Attn: Suzanne Giossi [Suzanne.Giossi@tamuc.edu](mailto:Suzanne.Giossi@tamuc.edu) (903) 886-5176. Travel requests submitted after travel has been completed will be denied.

Name: \_\_\_\_\_ CWID: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Degree/Major: \_\_\_\_\_  
Name of Conference/Seminar Attending \_\_\_\_\_  
Date(s) of Conference/Seminar: \_\_\_\_\_ Location of Conference: \_\_\_\_\_  
Amount of Funding Requested: \_\_\_\_\_ *(up to \$500 for full time student, up to \$300 for part time student)*  
How many hours are you registered for (semester of travel): \_\_\_\_\_ Are you a full time GA? YES NO

**Eligibility:** 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. A student is considered full-time if taking 9 hours of graduate coursework during the fall/spring semester. A student taking 6 semester hours of graduate coursework in a summer term (summer I or II) is considered full-time for that term. A student taking 9 hours (combination of summer I and II) is considered full-time for the entire summer (summer I and II). Students may be eligible for funding one time per academic year. Contact Suzanne Giossi [Suzanne.Giossi@tamuc.edu](mailto:Suzanne.Giossi@tamuc.edu) (903) 886-5176 with travel questions.

**Additional Support:** If you are receiving additional support (i.e. riding university transportation, sharing room or transportation, or receiving monies from your department for expenditures) 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.

**Itemized Expenses:** Please estimate and itemize anticipated expenditures.

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

- a) This request form completed in full including all signatures below.
- b) A brief summary (two pages maximum) of research results that will be presented.
- c) Letter of support from research advisor.
- d) A confirmation letter/email from the conference showing presentation approval

**Upon return,** the applicant must submit within 30 days to the Graduate School: Completed travel checklist, W9/W8 form, a written report of the trip, receipts, and a copy of the agenda/schedule from conference with your presentation highlighted.

Travel requests submitted after travel has been completed will be denied.

\_\_\_\_\_  
Applicant Date

\_\_\_\_\_  
Research Advisor Date

\_\_\_\_\_  
Department Head Date

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