

**GRADUATE STUDENT PROFESSIONAL CONFERENCE
TRAVEL SUPPORT REQUEST**

Shared Funding (requires another source of funding other than the Graduate School) and Endorsement for:

Student Name: _____ Student No. _____

Phone No. _____ Student email: _____

Degree Program: _____

See next page for required attachments

Have you previously received conference travel support from the Graduate School? (one allowed per fiscal year – July 1 – June 30) Yes No

I confirm that the above and attached information is correct. _____
Student Signature

A signature is required from the major professor, department chair and college dean **even if no funds are available to support this request.** Graduate School will only provide funding if other funding has been secured.

	Amount	Account to be charged	Signature
Major Professor's Research Grants	\$ _____	_____	_____
Department Chairperson	\$ _____	_____	_____
College Dean	\$ _____	_____	_____
Other (specify)	\$ _____	_____	_____
TOTAL:	\$ _____		

Funds requested from
Graduate School \$ _____

<p>Graduate School use only</p> <p>Amount approved: \$ _____ Disapproved _____</p> <p>Approver: _____</p>

Graduate Student Professional Conference Travel Support Guidelines

Please attach:

1. The name of the conference, the dates and location of the meeting.
2. A one or two paragraph statement of why this conference is particularly important to your graduate education. Also include a statement of your participation at the conference: oral presentation, poster presentation, panel discussant, etc.
3. A copy of your accepted abstract.
4. An itemized list of projected costs for the trip.

PLEASE NOTE: The Graduate School only provides funding if there is another source of funding. We are able to provide one travel award per fiscal year (July 1 – June 30).