GRADUATE STUDENT APPLICATION FOR CONFERENCE TRAVEL/PRESENTATION FUNDING

The Graduate School • Valdosta State University

ALL sections of the form must be completed; attach an abstract and a copy of acceptance letter or e-mail and forward to the Graduate School.

Please print
Name: ___________________________ Student ID: _______________

E-mail: ___________________________ Phone: ___________________________

Address: ________________________________

Street __________ City __________ State __________ Zip code __________

Conference Name: ___________________________

Presentation Title: ___________________________

Presentation Type: ______ Paper ______ Poster ______ Creative Performance

Conference Location and Date: ______________

Estimated Costs:

1. Transportation Cost:
   Air: __________ Personal Car: __________ Other: __________ TOTAL: $ __________

2. Registration Fee: $ __________

3. Hotel & Meals: Hotel: __________ Meals: __________ TOTAL: $ __________

4. Other (Taxi, Parking): $ __________

GRAND TOTAL: $ __________

Funds Requested/Received from Other Sources: This section must be completed!

Departmental Support: $ __________

Other (please specify): $ __________ from __________________________

To be considered by the Graduate School, this form must have ALL (legible) signatures:

Student Signature: ___________________________ Date: __________

Faculty Sponsor: ___________________________ Date: __________

Department Head: ___________________________ Date: __________

FOR GRAD SCHOOL USE ONLY

Reviewed by: ___________________________ Date: __________

Amount Granted: ___________________________
GRADUATE STUDENT APPLICATION FOR
CONFERENCE TRAVEL FUNDING

The Graduate School is proud to announce an application process for funds which will enable graduate students to present their research at academic conferences. These $500 grants are available for GRADUATE students enrolled in degree-seeking programs and in good standing at Valdosta State University.

To be considered for approval of funding,

- Applications must be received by the Graduate School at least three (3) weeks before travel dates.
- Applications must include abstracts (limited to 150 words) and copies of the paper, poster, or creative performance acceptance letters or e-mail confirmations.
- Travel grants are capped at $500.
- Students can be the primary (lead) presenter or a co-presenter for their paper/poster/creative performance.
- For presentations with multiple students as presenters, a maximum of $500 can be awarded for a single paper/poster/creative performance.
- No more than one grant per student per fiscal year will be approved.
- To encourage a diversity of student presentations, only 2 - 4 students per conference will be funded (contingent upon available funding).
- If approved, the student must complete a Request for Authority to Travel form (http://services.valdosta.edu/asp/forms/financial/travel.aspx).
- Keep the receipts! Expense receipts must be submitted with the “Travel Expense Statement for Non-Employees” form within 30 days of travel (http://www.valdosta.edu/administration/finance-admin/financial-services/documents/travel-expense-statement-non-employee.xls).

Questions regarding this grant should be directed to the Graduate School at gradschool@valdosta.edu, or call Teresa Williams at 229-333-5695. The application with supporting documentation should be submitted to:

The Graduate School
Suite 3100 - Converse Hall
Valdosta State University
1500 N Patterson Street
Valdosta, GA 31698
Phone: 229-333-5694
Fax: 229-245-3853
E-mail: gradschool@valdosta.edu