



# 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. Lectures and roundtables are not eligible for funding.**

**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: \_\_\_\_\_

<b>FOR GRAD SCHOOL USE ONLY</b>		
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. Lectures and round tables are not eligible for funding.
- 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, and due to limited funds, only two (2) students per conference will be funded.
- 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! Non-GAs: Expense receipts must be submitted with the "Travel Expense Statement for Non-Employees" form within 30 days of travel ([Travel-expense-statement-non-employee.xls](#)). GAs must complete Expense Reports in PeopleSoft – consult with faculty sponsor or departmental secretary for assistance.
- Other questions regarding this grant should be directed to the Graduate School at [gradschool@valdosta.edu](mailto:gradschool@valdosta.edu), or call Teresa Williams at 229-333-5695. The application with supporting documentation should be submitted to:

The Graduate School  
Valdosta State University  
1500 N Patterson Street  
Valdosta, GA 31698

Phone: 229-333-5694 • Fax: 229-245-3853

E-mail: [gradschool@valdosta.edu](mailto:gradschool@valdosta.edu)