

**College of Arts and Sciences - Center for Applied Research
Student Travel Grant for a Conference Presentation**

These grants are available for undergraduate and graduate students whose degree program is within the College of Arts and Sciences to present their research at an academic conference. Students can be the primary (lead) presenter or a co-presenter at the talk to be considered for approval. For presentations with multiple students as presenters, a maximum of \$250 can be awarded for a single talk. No more than one award/student/year will be approved. To encourage a diversity of student presentations, no more than 4 students/conference will be funded.

We strongly encourage all students to submit travel requests to the Student Development Organization (www.valdosta.edu/sdo) via email to Honey Coppage (hhatcher@valdosta.edu) if additional funds are needed for the conference presentation.

Travel grants are capped at \$250. Any questions about the student travel grant should be directed to Dr. Gary Lynn Wood, Center for Applied Research (333-5230 or lwood@valdosta.edu). This form should be submitted to the Dean's Office, College of Arts and Sciences, Bailey Science Center, Room 1036. In order to be reimbursed for travel expense receipts must be submitted within 30 days of travel.

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Name: _____ **Student ID #** _____

Email: _____

Address: _____

Phone Number: _____

Conference Name: _____

Presentation Title (please attach an abstract & copy of acceptance letter or email):

Location and Date: _____

Estimated Costs:

1. Transportation Cost:

Air: _____ Personal Car: _____ Other: _____ Total \$ _____

2. Registration Fees: \$ _____

3. Hotel and Meals: Hotels _____ Meals _____ Total \$ _____

4. Other: (Taxi, Parking, Phone) \$ _____

Grand Total \$ _____

Funds Requested/ Received from Other Sources:

Departmental Support \$ _____

Student Development Organization Fund \$ _____

Other (please specify _____) \$ _____

Signature of Faculty Sponsor: _____

Signature of Department Head: _____