



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 _____ Workshop Presenter

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, creative performance, or workshop 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/workshop.
- For presentations with multiple students as presenters, a maximum of \$500 can be awarded for a single paper/poster/creative performance/workshop.
- 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, or call 229-333-5694. 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