

REQUEST FOR GRADUATE STUDENT TRAVEL FUNDS

To be considered, the student must be a degree-seeking graduate student in good standing currently enrolled at SHSU. Furthermore, the graduate student must be traveling to an event sponsored by a professional organization to present papers, posters, research, etc.

Student's Name: _____

Student's SAM ID: _____

Student's Email: _____

Full/ Part Time Status: _____

Graduate GPA: _____

Department/Program: _____

Name of Event: _____

Title of Presentation: _____

Destination: _____

Dates of Travel: _____

ESTIMATE OF COSTS:

- Registration Fee \$ _____
- Mileage \$ _____
- Air Fare \$ _____
- Meals \$ _____
- Hotel \$ _____
- Miscellaneous:
(Parking, tolls, taxi) \$ _____

TOTAL REQUESTED \$ _____

Please include the following in your submission:

- Statement for the purpose of travel and how it relates to your degree program (no more than 250 words)
- Resume and/or Curriculum Vitae
- Optional: Letters of Recommendation/ Support

**Maximum in-state award is \$500. Maximum out-of-state award is \$1,000.
LIMITED TO \$1,000 PER STUDENT PER ACADEMIC YEAR.**

_____ Student	_____ Date	_____ Department Chair/Advisor	_____ Date
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_____ Dean of College	_____ Date
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Office Use Only:

FUND _____ ORG _____ PROGRAM _____