

TRAVEL GRANT FORM
REQUEST FOR RESEARCH FUNDS TO MAKE A PRESENTATION
AT A PROFESSIONAL MEETING

Name: _____ Email: _____

Department: _____ Campus address: _____

Date: _____

Title of Presentation: _____

NAME, DATES, AND LOCATION OF MEETING:

TRAVEL BUDGET SHOWING TOTAL EXPENSES AND AMOUNT DEPARTMENT IS PAYING. THE MAXIMUM AWARD THROUGH TRAVEL RESEARCH STIPENDS IS \$300 OR ½ OF COST OF TRIP, WHICHEVER IS LESS. THE DEPARTMENT IS EXPECTED TO MATCH THE AWARDED AMOUNT. TRAVEL TO STATE MEETINGS IS NOT ELIGIBLE FOR FUNDING.

Notes:

- (1) ATTACH VERIFICATION OF BEING IN PROGRAM
- (2) FILE A TRAVEL REQUEST AT LEAST ONE WEEK BEFORE THE MEETING. TRAVEL AUTHORIZATION FORMS ARE AVAILABLE FROM DEPARTMENTAL SECRETARIES AND MUST BE COMPLETED FIRST. ROUTE THE TRAVEL AUTHORIZATION THROUGH THE DEPARTMENT HEAD FOR MATCHING TRAVEL FUNDS AND THEN TO THE DEAN OF GRADUATE STUDIES. FORWARD BOTH THE APPROVED TRAVEL AUTHORIZATION FORM AND THE COMPLETED TRAVEL GRANT FORM TO THE CHAIR OF THE RESEARCH COMMITTEE.
- (3) TO BE USED ONLY FOR TRAVEL STIPENDS OF \$300 OR LESS

Recommended: _____ Recommended: _____
Department Chair College/School Dean

Recommended: _____
Research Committee Chair

Amount Approved: _____

Mail form to Research Committee Chair
Rebecca Hochradel, POB 3275