

## GRADUATE STUDENT TRAVEL FUND REQUEST

The Graduate College will partially fund one graduate student conference travel request per academic year. The Graduate College award will be made after considering department/school and college contributions, as well as available funding. **You must submit this travel fund request with all required documentation no later than 3 weeks prior to the conference date in order to ensure timely funding. Departments should submit to <mailto:GCTravelFund@txstate.edu>.**

### Eligibility Requirements

- be enrolled in a graduate degree program
- have an accepted conference paper, poster, professional presentation or performance/exhibit\*
- be in good academic standing during the semester the conference is held
- meet all Texas State travel regulations

\* A document verifying the conference has accepted the presentation or performance/exhibit must be attached to this form. The document must be sent by conference organizer, addressed to student (or include student's name in the list of named presenters), and include the title of the accepted work.

### Conference Information

Student Name (print): \_\_\_\_\_ Texas State Student ID (A0...): \_\_\_\_\_

TX State Dept.: \_\_\_\_\_ Travel Dates (mm/dd/yy): \_\_\_\_\_

Name of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_ Conference Dates (mm/dd/yy): \_\_\_\_\_  
*(City & State)*

### Select the following that best describes your conference participation:

Paper Presentation   
  Poster Presentation   
  Professional Presentation   
  Performance/Exhibit

Presentation or Performance/Exhibit title: \_\_\_\_\_  
 \_\_\_\_\_

### Estimated Travel Expenses

Air Fare	
Mileage/Car Rental/Taxi	
Hotel	
Conference Fees	
Meals	
<b>TOTAL</b>	

**Signatures**

Please complete this form with the required conference verification document and submit to your department.

**By selecting the boxes below, you affirm the following:**

- I have read and agree to the conditions and requirements for funding.
- I have attached documents confirming that my presentation has been accepted.
- I will notify The Graduate College if any funds or allocations go unused as soon as possible.

\_\_\_\_\_  
Graduate Student Signature

\_\_\_\_\_  
Graduate Student Email Address

**Approvals**

*(For office processing only. Use consistency in travel cost estimates when more than one student attends the same conference.)*

	Award Amount	Signature	Date
Department Chair/Director			
College Dean			
Graduate Dean			
<b>TOTAL</b>			

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

With few exceptions, state law gives you the right to request, receive, and correct information about yourself collected on this form.