

COLLEGE OF LIBERAL ARTS UNDERGRADUATE STUDENT TRAVEL FUND REQUEST

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 funding.

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

Conference Information

Student Name (print): _____ Texas State Student ID (A0...): _____

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

Name of Conference: _____

Location of Conference (City & State): _____

Conference Dates (mm/dd/yy - mm/dd/yy): _____

Select the following that best describes your conference participation:

- Paper Presentation
 Poster Presentation
 Professional Presentation
 Performance/ Exhibit

Table 1 – Presentation or Performance/ Exhibit Title

#	Presentation or Performance/ Exhibit Title
1	
2	
3	

Estimated Travel Expenses

Table 2 - Estimated Travel Expenses

Type of Travel Expense	Expense Amount
Air Fare	
Mileage/Car Rental/Taxi	
Hotel	
Conference Fees	
Meals	
TOTAL	

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 my department and the College of Liberal Arts if any funds or allocations go unused as soon as possible.

Undergraduate Student Signature

Undergraduate Student Email Address

Approvals

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

Table 3 - Approvals Log

Approver	Award Amount	Signature	Date
Department Chair/Director			
College Dean			
TOTAL			

Table 4 - Account Number Log

Approver	FC (Fund Center)	F (Fund)	IO (Internal Order)
Department Chair/Director			
College Dean			

Comments: _____

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