



## Graduate Student Conference Travel Application Form

**Guidelines:**

1. Travel must have taken place before reimbursement
2. Students can apply once during their program.
3. Students must be in good standing (GPA, GAsip, completion of milestones within normative time)
4. Funding: \$500 maximum

**Student Name:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

**Reason for travel:** \_\_\_\_\_

**Dates of Travel:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Relevance of travel to student's program:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cost estimates or actuals:**      **Airfare:** \_\_\_\_\_

**Accommodation:** \_\_\_\_\_

**Conference Registration:** \_\_\_\_\_

**Other: (please specify:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**Endorsement by Supervisor:** \_\_\_\_\_ (Name)                      \_\_\_\_\_ (Signature)

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please attach:** Abstract  
 Acceptance letter or copy of program of conference  
 Original receipts for travel, accommodation and conference registration fees if travel is completed.

**Return to:** Graduate Programs Administrator

Amount Awarded:
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