

Graduate Student Travel Funding Request

The Polytechnic School



Early applications are encouraged, and preference is given to those presenting research. Typical awards do not exceed \$1000. Students are strongly encouraged to explore funding from other sources in addition to this request. Please note that this form *must* be submitted at least one month prior to the month of the trip.* Conference brochure or website must be included with request. Documentation of estimated airfare, hotel, conference registration, etc. is required.

Please return this completed form to the Graduate Advising Office, located on the first floor of Wanner Hall.

Student Information

Student Name: _____ ID: _____

Program Name: _____ Today's Date: _____

Faculty Advisor: _____

Is your research part of a funded-research project through faculty? Yes No

Travel Activity

Title: _____ Date(s): _____

Location: _____ Total Cost: \$ _____

Cost-share by faculty advisor or project: _____

If zero, please explain why: _____

Will you be working on a sponsored account? Yes No

Expenses

Amount Requested: \$ _____

Expenses for this trip will include:

Hotel: \$ _____ Conference Registration: \$ _____ Other: _____

Airfare: \$ _____ Daily Allowance: \$ _____

Requested Funding from Other Sources

GPSA; Date requested: _____ Graduate College; Date requested: _____

Other: _____; Date requested: _____

Other Information

Description of how the proposed activity will benefit you, your program, and The Polytechnic School:

*A maximum of one award per year is permitted.

For FSE-TPS Graduate Use Only: Approved Denied

Reviewed by: _____ Date: _____

Comments: _____