

# Policy for the Graduate Student Travel Grant



Funding will be used to support travel for conference presentations

In our continuing effort to support the graduate students in the College of Engineering, we provide funding to support student travel to attend and present at national or international conferences. These travel funds are supported through the College of Engineering Graduate Student Fees.

The College of Engineering Dean's Office will distribute awards to students based on the criteria, constraints, and application process identified below.

## Eligibility Criteria

- Only graduate students who are enrolled in the College of Engineering and are in good academic standing may receive funding.
- To receive funding, the applicant must have a paper or poster accepted and make a presentation for research that they have authored/co-authored.
- The research must be peer reviewed and accepted for presentation. If acceptance is pending, students can apply for funding, but the award will not be approved until proof of acceptance is submitted to the Dean's Office.
- The travel grant request must be completed and signed by all parties prior to the dates of intended travel.
- Applicants must have a current degree plan on file with Toulouse Graduate School.

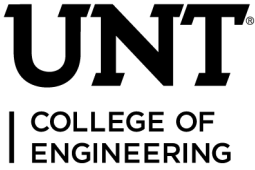
## Funding Details

- The funding limit is \$750 per student each academic year.
- Students will be reimbursed for acceptable conference-related charges up to \$750. Acceptable charges include airfare, rental car, conference registration, hotel, mileage, and food.
- Students are not entitled to a minimum annual amount of travel funding; the College will consider applications for funds up to a maximum of \$750 per eligible student each year.
- This grant may not be used to cover expenses that are already being reimbursed by another agency or funding source.
- Travel grants will be awarded until all of the funding is expended.

## Application Process

1. Graduate students should use the attached form to submit supplemental fund requests in advance of their travel. No travel requests will be supported retroactively or without prior permission.
2. Students are required to complete the 'Request for Graduate Student Travel Grant' form; we recommend downloading the form and filling it out electronically. Additionally, students should attach a copy of their degree plan, confirmation of acceptance to present at the conference, the TGS Faculty Evaluation for Travel Grant Applicants form, and a Travel Budget Authorization form.
3. Indicate which course this travel is associated with. It should be a course you are currently taking or took 1 semester prior to submitting your application.
4. The completed form should be signed by the student's department Chair forwarded to the Dean's Office for review and consideration.
5. The Senior Associate Dean and Director of Graduate Studies will handle all requests for travel funds to support graduate students.
6. Students will receive an email confirmation once their request is processed.

# Request for Graduate Student Travel Grant



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Name of Graduate Student \_\_\_\_\_

Student ID \_\_\_\_\_

Student Email \_\_\_\_\_

Department \_\_\_\_\_

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

Period of Travel (mm/dd/yy)    /    /    to    /    / \_\_\_\_\_

Location of Conference \_\_\_\_\_

Amount Requested (up to \$750) \_\_\_\_\_

## Purpose of Travel

Oral Presentation       Poster Presentation

Course Related to this Travel \_\_\_\_\_

Paper Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

Paper Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

## Request Checklist

Attach a copy of your up-to-date degree plan, conference announcements, paper acceptance letter, conference agenda/proceedings, Travel Budget Authorization, TGS Faculty Evaluation Form, and/or other relevant information. Check the boxes below to indicate that you have attached the necessary documents.

Degree plan attached       [TGS Faculty Evaluation form](#) attached

Travel Budget Authorization attached       Confirmation of conference acceptance attached

## Signatures Required

Department Chair \_\_\_\_\_  
Signature      Date

Associate Dean \_\_\_\_\_  
Signature (if approved)      Date

Reason for denial by Associate Dean:
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