



## 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 [GCTravelFund@txstate.edu](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

### 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                   |                |
| <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.)*

Table 3 - Approvals Log

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

Table 4 - Account Number Log

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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