



**APPLICATION FOR A GRADUATE STUDENT TRAVEL GRANT TO PRESENT RESEARCH**

Please complete all parts of this form, have your Director of Graduate Studies (DGS) approve the request, and send it to the Graduate School *at least two weeks* before you travel. Please attach a copy of the **abstract** to be presented. **Incomplete or unsigned forms will be returned to the applicant.**

- Student must be the sole presenter of research conducted at Vanderbilt.
- Meeting must be a major regional, national, or international conference.
- Grants are limited to \$500 for domestic travel\* and \$1000 for foreign travel. \*\*
- Grants to a graduate student are limited to a maximum of one award per budget year (July 1-June 30) for domestic travel or one award per two years for foreign travel.
- Priority will be given to students whose financial need is greatest.
- Meals are not an allowable expense for this grant.

Applicant Name \_\_\_\_\_ Graduate Program \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Meeting \_\_\_\_\_

Location \_\_\_\_\_ Dates of Attendance \_\_\_\_\_

Projected Expenses in Allowable Categories:

1. Transportation to/from meeting:
  - Air Fare (quote from airline or travel agency) \$ \_\_\_\_\_
  - Automobile expenses – cost of gas, oil, and tolls (If you drive a rental car, the total cost must be less than the lowest airfare.) \$ \_\_\_\_\_
2. Ground transportation at meeting \$ \_\_\_\_\_
3. Lodging \$ \_\_\_\_\_
4. Registration Fee \$ \_\_\_\_\_
- Total Cost \$ \_\_\_\_\_

Will you receive any other support for travel to this meeting? No \_\_\_\_\_ Yes \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of DGS \_\_\_\_\_ Date \_\_\_\_\_

\* Domestic travel is inclusive of travel throughout all of North America.

\*\* Foreign travel represents travel outside of North America.