

**EBERLY COLLEGE OF ARTS AND SCIENCES  
GRADUATE STUDENT TRAVEL ASSISTANCE REQUEST for 2009-2010**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Ph.D. \_\_\_\_\_ M.A. \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Title of Conference (Please attach confirmation): \_\_\_\_\_

Title of Paper/Poster: \_\_\_\_\_

Date(s) and Destination: \_\_\_\_\_

Have you applied for support from Academic Affairs Doctoral Student Travel program for the current academic year?  YES  NO Amount received: \$ \_\_\_\_\_

Estimated Expenses	Departmental or Personal Contribution	Total Cost
Registration Fee:		
<u>Mode of Transportation</u> Airline: Personal Car @ \$.445/mile: Other:		
Lodging: Number of nights _____ @ _____		
Meals: Number of days _____ @ _____		
Parking/Taxi/Other:		

Total amount of funding requested (maximum \$300): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Approval of Chairperson: \_\_\_\_\_

Please mail to: Office of the Dean, Eberly College of Arts and Sciences, PO Box 6286.

Approval of Dean:	Amount: \$	Date:
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PLEASE NOTE: At the present time, these funds will not be available for research projects.

2009-2010  
Eberly College of Arts and Sciences

Graduate Student Travel Assistance Program Guidelines

The Office of the Dean of the Eberly College of Arts and Sciences recognizes and appreciates the contributions that our graduate students make to the research, teaching, and service missions of the Eberly College. This office supports research and scholarship among our graduate students and seeks to reward them for their productivity. To this end, we are offering graduate students assistance with the following travel expenses:

1. Awards will be considered for students with travel expenses related to the presentation of their work at a professional meeting. Please enclose proper documentation.
2. Priority will be given to requests from doctoral students.
3. Only one award - per year - per student is preferred.
4. Awards will range from \$100 to a maximum of \$300.
5. Requests *should be* submitted one month prior to travel. Submitting the requests after the travel has occurred is risky as you may not get the funding expected or necessary to travel.
6. Travelers must adhere to the University's travel guidelines including the use of National Travel for travel arrangements.

The number and amount of awards are limited by the resources available to the College at the time of the request. Any commitment of financial assistance from the department will be interpreted as an indication of their level of support for the request. Requests to fund travel by several students to attend the same meeting or conference should be submitted together.

**Please Note:** At the present time, these funds will not be used to accommodate travel expenses related to research.