

EMPORIA STATE
UNIVERSITY
Graduate School

GRADUATE STUDENT TRAVEL ASSISTANCE APPLICATION

Instructions: Please read the Graduate Student Travel Assistance Allocation Guidelines before completing this form. Travel requests filled out incorrectly may not be considered. All registered graduate students in good standing pursuing a degree and enrolled in at least 6 cr. hrs. are eligible for graduate travel funds. This request must be submitted to the student's graduate department or the Graduate School before the deadline of the appropriate travel period. **Students must submit a one-page abstract of the work to be presented and proof of participation along with this application.** Please contact your department or call 341-5403 for more information. **Please type or print clearly.**

Name _____

Address _____

Phone _____ E-mail address _____

Graduate department _____ Campus Box # _____ Master's _____ Doctoral _____

Name of conference (please include the name of the host organization and spell out all acronyms) _____

Conference location and dates _____ Dates you will attend _____

Please indicate how you will participate in the conference or explain your participation in the space provided.

_____ Presentation of paper written by applicant	_____ Discussant on a panel or round-table forum
_____ Workshop director/moderator	Other _____
_____ Presentation of original work, such as art or poster	_____

Title of paper/work and author(s); attach abstract of paper to be presented.

Estimated costs	Transportation	\$ _____	
	Food	\$ _____	
	Lodging	\$ _____	
	Other	\$ _____	Please specify (registration fee, taxi, etc.) _____
	Est. Total	\$ _____	

Amount requested from Graduate School \$ _____

Additional sources will not prevent you from receiving a graduate student travel assistance allocation.

Amount of support committed by Department \$ _____ Amount of support committed by School/College \$ _____

Amount of support committed by Graduate School \$ _____

Required Signatures:

Applicant

Date

Department Chair

Date

School/College Dean

Date

Graduate Dean

Date

EMPORIA STATE UNIVERSITY *Graduate School*

GRADUATE STUDENT TRAVEL ASSISTANCE ALLOCATION GUIDELINES

I. Eligibility

- A. Funding will be given to graduate degree-seeking students enrolled in a minimum of 6 cr. hrs. and presenting/participating at a professional meeting/conference. Presentation/participation is defined as one or more of the following:
1. Presentation of paper by the applicant. Only one student eligible presenting with a group.
 2. Discussant on a panel or round table discussion.
 3. Workshop director or moderator.
 4. Presentation of original work, such as art, design, a music recital or a poster presentation.

II. Procedures

- A. Graduate Student Travel Assistance Applications are available in the Graduate School, Plumb Hall, Room 313, department offices, or on-line at <http://www.emporia.edu/grad/load.htm>. (If any other application is submitted, students will be asked to reapply using the aforementioned form.)
- B. **If presenting at a professional meeting/conference, students must submit a one-page abstract of the work to be presented along with the application. If participating at a professional meeting/conference, students must submit proof of participation along with the application. If several students are making the same presentation at a conference, only one student can apply and receive travel funding for the presentation.**
- C. **Prior to making travel arrangements, students must check with their department secretary regarding state travel rules and regulations.**
- D. It is the student's responsibility to notify the appropriate department office of any allocation received and provide any relevant information or receipts needed by the department office for the preparation of necessary travel requisitions and reimbursement vouchers. **All travel requisitions and reimbursement vouchers must be routed through the Graduate School for approval.** In order to collect on reimbursement vouchers, all necessary paperwork must be received by the Graduate Office within **30 days** from the last date of the conference attended by the applicant.
- E. Information on the conference, such as a photocopy of registration materials, verifying the student's participation in the conference must be received by the Graduate School along with the travel requisitions and reimbursement vouchers.

III. Funding

- A. No travel advances will be granted.
- B. Funding shall not exceed **\$250** for presenting/participating at an in-state conference, **\$500** for presenting/participating at an out-of-state conference, and **\$700** for presenting/participating at an international conference.
- C. Funding will be reimbursed for only **one** travel per student, per academic year. Funds will be used at time of travel, funds not used will not be carried over.
- D. Funding will be done on an annual basis and will be determined by the Dean of the Graduate School and Distance Education.

Any questions concerning the above guidelines should be directed to:

**Graduate School
Graduate Student Travel Fund
Emporia State University--Campus Box 4003
1 Kellogg Circle
Emporia, KS 66801
Telephone: 620-341-5403
Fax: 620-341-5909**