

## Application for Special Doctoral Student Travel Support

- **Approval for use of Doctoral Travel Funds must be obtained from the faculty advisor, the graduate adviser, and in some cases, the department chair.**
- **After returning from trip, a short trip report must be submitted to the graduate adviser. Funds will not be released until adviser receives report.**
- **To be used only by doctoral students in their first or second year of admission. Return completed form to Graduate Coordinator.**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

Semester and year admitted to doctoral program: \_\_\_\_\_

Please list the full title of the conference you plan to attend:

\_\_\_\_\_

\_\_\_\_\_

Give the location of the conference: \_\_\_\_\_

Give the dates of the conference: \_\_\_\_\_

Please list the dates you will be attending the conference: \_\_\_\_\_

Estimate the costs associated with attendance at the conference. Please provide accurate and current airfares. If you plan to travel by car, please give the mileage.

Transportation: \$ \_\_\_\_\_  
Per Diem: \$ \_\_\_\_\_ (not to exceed \$30/day)  
Conference Fee: \$ \_\_\_\_\_  
  
Total: \$ \_\_\_\_\_

I believe that this conference is of high quality and that this student would gain significant benefit by attending.

\_\_\_\_\_  
Signature of faculty adviser Date

\_\_\_\_\_  
Signature of applicant Date

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**For office use:**

**(If required)**

\_\_\_\_\_  
Approval of Graduate Adviser Date

\_\_\_\_\_  
Approval of Department Chair Date

