

College of Engineering Graduate Student Travel Support Request Form

The College of Engineering will contribute up to \$500 travel support to a graduate student presenting a paper at a recognized technical conference. It is expected that travel will be supported with funds from grants, advisor, department, and Center (as appropriate). Only peer-reviewed papers will be considered and may be full-length or extended abstracts (3 to 4 pages, including summary components of a full paper). Students may apply for one travel grant per year. Apply early because of limited funding.

NAME: _____ DEGREE: M.S. Ph.D.

ADVISOR: _____ DEPARTMENT: _____

NAME OF CONFERENCE: _____

TITLE OF PAPER: _____

AUTHOR(S): _____

REQUIRED: 1) Attach copy of full paper or extended abstract. 2) Copy of conference program. 3) Paper acceptance and review evidence (if not stated on the conference website.)

CONFERENCE LOCATION: _____ CONFERENCE DATES: _____

TRAVEL COST ESTIMATE: All travel must follow Tech's established travel policy.

Mileage: _____ Airfare: _____ Lodging: _____ Per Diem: _____

Registration Fee: _____ Miscellaneous: _____ Total Estimate: _____

STUDENT SIGNATURE: _____ DATE: _____

ADVISOR'S RECOMMENDATION & APPROVAL: _____ DATE: _____

Advisor Comments:

SOURCES OF SUPPORT

GRANTS: _____ AMOUNT APPROVED: _____

ADVISOR: _____ AMOUNT APPROVED: _____

DEPARTMENT CHAIRPERSON: _____ AMOUNT APPROVED: _____

CENTER DIRECTOR (if applicable): _____ AMOUNT APPROVED: _____

ASSOCIATE DEAN FOR RESEARCH & INNOVATION: _____ AMOUNT APPROVED: _____

To be completed by secretary – (Support to be paid from Index(s) shown below)

GRANTS: _____ INDEX: _____ Amount or %: _____

ADVISOR: _____ INDEX: _____ Amount or %: _____

DEPARTMENT: _____ INDEX: _____ Amount or %: _____

CENTER: _____ INDEX: _____ Amount or %: _____

COLLEGE OF ENGINEERING: _____ INDEX: _____ Amount or %: _____

(Gr. STUDENT TRAVEL FUNDS)

Travel paperwork with be handled by the following: _____ (Department/Center)