

College of Engineering Graduate Student Travel Support Request Form

College of Engineering will provide up to **\$500** travel grant to graduate students presenting a paper at a recognized technical conference. Only papers which are a peer reviewed will be considered. Papers may be full-length or extended abstracts (3 to 4 pages including summary components of a full paper). Exceptions will be considered for major technical conferences with proper justification. Students applying for travel grant to more than one conference per year will have second preference.

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

DEPARTMENT: _____ CEE/ChE/CSC/ECE/ME/MET **CENTER SUPPORT** (if applicable): _____ CEROC/CESR/CMR/CWR

NAME OF CONFERENCE: _____

TITLE OF PAPER: _____

AUTHOR(S): _____

REQUIRED: 1) Attach copy of full paper or extended abstract. 2) Copy of the conference program.

3) Paper acceptance and review evidence (if not stated in the conference website.)

CONF. LOCATION: _____ **CONF. DATES:** _____

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

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

Registration Fee: _____ Misc.: _____ Total Estimate: _____

STUDENT SIGNATURE: _____ **DATE:** _____

ARE PROJECT FUNDS AVAILABLE? YES NO **AMOUNT:** _____

ADVISOR'S RECOMMENDATION & APPROVAL: _____ **DATE:** _____

Advisor Comments: _____

RECOMMENDATIONS FOR ADDITIONAL FUNDING:

AMOUNT APPROVED / DENIED

DEPT. CHAIRPERSON: _____

CENTER DIR. (if applicable): _____

ASSOC. DEAN FOR RESEARCH & INNOVATION: _____

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

Dept. or Center: _____ Index: _____ Amount or %: _____

Dept. or Center: _____ Index: _____ Amount or %: _____

CoE: _____ Index: _____ Amount or %: _____

(Gr. Student Travel Funds)

Travel paperwork will be handled by the following: _____ (Dept./Center)