ME Graduate Student Travel Grant Process

The travel grant will mainly be used to support graduate student travel. The procedures and forms for this program are included here.

This funding can only be used by students who are making oral or poster presentations at conferences and/or professional meetings. The funding is not available for students who are simply attending conferences. The funding is available for
- Up to $1,000 for oral presentation at a conference in USA.
- Upto $1,200 for oral presentation at an international conference.
- Up to $500 for poster presentation at a conference in USA.
- Up to $600 for poster presentation at an international conference.

The DGS reserves the right to adjust awards based on available funds such that they may be for an amount different than the one listed.

Allowed expenses include the following: all travel (including air, train, bus, car fare); conference fees; lodging; parking and/or taxi/shuttle fees. Travel funding is processed as a business expense reimbursement, and must follow the IRS rules, which state that expense reimbursements be processed within 60 days and documented with original receipts. No more than one travel grant per fiscal year per student will be awarded.

Awarded funds: Travel funding decisions are final, and awards are not automatic.

No funding will be considered for:
- Students in post-baccalaureate or post-doctoral status.
- Incomplete applications.
- Students not enrolled in coursework.
- Students who have graduated.

Graduate Student Travel Grant Application Form

Student Name: _____ UK ID#: _____

Advisor Name:_____   ____Master's____Doctoral

Email: _____

Nature of participation in conference:

   Oral Presentation

    Poster Presentation

   No Presentation

Name of Conference: _____

Location of Conference: _____

Scope of Conference: National   Regional   Local   International

Title of Presentation: _____

Estimated total costs of conference: _____

Dates of travel: _____to_____

Please indicate an account number (if available) to cover any travel expenses that exceed the requested amount: _____

Name and signature of faculty advisor indicating support of application:

_____

Graduate Program Director Approval   Date   Amount approved

_____