


**EMPORIA STATE UNIVERSITY™**  
**GRADUATE STUDENT TRAVEL ASSISTANCE APPLICATION**  
**Office of Graduate Studies**

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 are eligible for graduate travel funds. This request must be submitted to the student's graduate department or the Graduate Studies & Research Office before the deadline of the appropriate travel period. **Students must submit a one-page abstract of the work to be presented or 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 Studies \$ \_\_\_\_\_ (Complete only if you want to split your allowance for the year.)


Applicants are encouraged to seek funding from their departments and colleges before seeking graduate travel assistance funding. 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 college \$ \_\_\_\_\_

Approval Signatures

\_\_\_\_\_ Applicant \_\_\_\_\_ Date

Department Chair \_\_\_\_\_ Date Applicant's School/College Dean \_\_\_\_\_ Date

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**ALLOCATION GUIDELINES**  
**Office of Graduate Studies**

**I. Eligibility**

- A. Funding will be given to graduate degree-seeking students 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.
  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 Studies Office, 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.**
- 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 Office 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 Office along with the travel requisitions and reimbursement vouchers.
- F. Applicants are encouraged to seek funding from their departments and colleges in addition to this travel allocation (additional sources will not prevent you from receiving graduate student travel assistance funding). Places to seek funding include your department chair, college dean, or a grant held by your major professor.

**III. Funding**

- A. No travel advances will be granted.
- B. Funding shall not exceed **\$150** for presenting/participating at an in-state conference, **\$300** for presenting/participating at an out-of-state conference, and **\$500** for presenting/participating at an international conference.
- C. The total reimbursement per student shall not exceed **\$300** (**\$500** for international) per academic year.
- D. Funding will be done on an annual basis and will be determined by the Dean of Graduate Studies.

**Any questions concerning the above guidelines should be directed to:**  
**Graduate Studies**  
**Graduate Student Travel Fund**  
**Emporia State University--Campus Box 4003**  
**1200 Commercial**  
**Emporia, KS 66801**  
**Telephone: 620-341-5403**  
**Fax: 620-341-5909**