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1. **Priority Criteria for Distribution of Travel Funds:**

Since more students apply for travel funds than there are funds available, priority has been established and certain criteria must be met for travel funds eligibility. These are as follows:

- The student must be **first author** and presenting the material in the form of a paper presented from the platform, or in the form of a poster. For students in the medical illustration program, a display of artwork is acceptable.
- The student must be sponsored by his/her major advisor.
- The material presented by the student must be given at a national or regional meeting.
- While all Graduate School graduate students who meet the above criteria may request travel funds from TGS, funding priority is given to students seeking the Doctor of Philosophy degree, who are in their final two years of study, and are **enrolled full-time** (12 semester hours/semester for Biomedical Sciences, PhD and 9 semester hours/semester for all other graduate programs).
- The application for travel must be reviewed and approved by the Office of the Dean of The Graduate School.
- Funding for travel will be awarded based on availability of funds.

2. **A limit on the amount given to each student for travel has been established in the following areas:**

- PhD graduate students may request funding for multiple events, but will not be awarded more than \$1,000 support by The Graduate School during each fiscal year. This amount may vary based on the availability of funds.
- Non-PhD TGS graduate students may request funds for one event and may receive no more than \$500 support by The Graduate School each fiscal year. Each TGS graduate program is limited to 3 awards per fiscal year. These awards/amounts may vary based on the availability of funds.

3. **Travel Funds other than those distributed by The Graduate School:**

- **Registration fees** for all student travelers must come from the student's supply budget in his/her department, or be paid by the student.
- Each department is requested to supply some travel funding from departmental funds.
- Those students with financial support such as MARC, NIH, foreign, or other fellowships or traineeships should request support from those sources **before** applying to the graduate student travel fund.

**The Graduate School may fund only part of the total amount requested by the student. Students should not make travel arrangements until their travel application is approved.**



### PROCEDURES FOR STUDENT TRAVEL FUNDS REQUESTS

1. The student requests travel funding in advance of the meeting, using the **Request for Travel Funds Form**. The request must be signed by the student's major advisor and include a copy of the student's abstract.
2. The Graduate School office will review request for travel funds. The Dean of The Graduate School (or Dean's designee) will then notify the student and advisor, in writing, of travel award to be funded by The Graduate School.
3. The **AU Travel Authorization form** is prepared by the student's department showing any financial support from the department, and then sent to the business manager in The Graduate School office for account number and signature.
4. Upon return, the Travel Expense Statement will be prepared by the student's department and brought to the business manager in The Graduate School Office for signature.

**NOTE: Requests for travel funds must be submitted to The Graduate School office at least 14 days prior to travel dates.**

**See next page for Travel Funds Request Form**



**General Information**

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Campus Address: \_\_\_\_\_

Student's Graduate Program: \_\_\_\_\_ Degree: \_\_\_\_\_

Year Entered Graduate Program: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_(semester/year)

Emergency Contact Information: \_\_\_\_\_

**Travel Information**

Meeting Name: \_\_\_\_\_ Location of Meeting: \_\_\_\_\_

Dates of Meeting: \_\_\_\_\_ Departure \_\_\_\_\_ Return \_\_\_\_\_

**Travel Expenses (\*5 day maximum)**

Lodging: \_\_\_\_\_ nights x \$ \_\_\_\_\_ per night = \$ \_\_\_\_\_

Transportation:  
 Driving: \_\_\_\_\_ miles x \$0.56 per mile = \$ \_\_\_\_\_  
 Airfare: Quoted Airfare = \$ \_\_\_\_\_ Source of Quote: \_\_\_\_\_

**Estimated Total: \$ \_\_\_\_\_**

**STUDENT: Please provide a picture and brief description of your experience of presenting your work at this meeting and submit to Emily Crider in The Graduate School upon your return.**

Name	Signature	Date
_____	_____	_____
Student		
_____	_____	_____
Major Advisor		

**Attach a copy of your accepted abstract to this form and return to:**  
 The Graduate School (CJ 2201)- Office of the Dean – **Attention Emily Crider, Business Manager**

**Graduate School Use Only:**

Total Amount Requested = \$ \_\_\_\_\_ Total Amount Approved = \$ \_\_\_\_\_

\_\_\_\_\_  
 Dean's Designee, The Graduate School      Signature      Date