

## Graduate School Student Travel Funds

Funds awarded under this program may be used for:

1. Travel to present a paper or poster at a conference, generally one that is national or international in scope.
2. Travel to an off-campus site to conduct research when the research project requires the use of equipment or expertise that is not available at LSU.
3. Travel to attend a prestigious and critical course or training program required by your degree program.

The maximum award will be \$300; students are eligible for only one award per year. All travel requests must be approved in advance of the travel.

Students are eligible for support from both the Grads Travel Fund and the Graduate School Student Travel Fund. Financial assistance above the \$150 limit of Grads Travel funding (if received), will be awarded on the basis of the student's academic record, the importance of the travel, a written statement from the student and a nomination letter from the chair of the student's committee. Failure to receive Grads Travel support will not make a student ineligible for these funds. To be eligible, a student must have an overall gpa of at least 3.5 while a graduate student at LSU, must be enrolled full time, and must be in good academic standing. Candidates must have had a least two full semesters as a full time graduate student to be eligible. Awards to present research results at a meeting will be given only for the presentation of research completed while the graduate student was enrolled at LSU.

Applications must provide the information requested on the attached form and with the indicated attachments. **Applications for support from this fund must be received in the Graduate School, 114 David Boyd Hall, at least ten days in advance of travel.**

Initial screening of an application to confirm inclusion of all required information will be done by the associate dean of the Graduate School or his/her designee. An application that does not contain the required information will be returned and not considered further. Applications which meet the criteria will be forwarded to the selection committee. Students will be notified of their award via email. The original AS292 will be returned to the departmental office for travel reimbursement.

# Graduate School Student Travel Funds - Application Form

Date:

Name:

Social Security No.

Campus address:

Campus phone:

E-mail:

Department:

Degree program:

Years in program:

Cumulative grade point average:

## Program for which funds are requested:

Conference/class name:

Sponsoring agency/organization:

Location:

Inclusive dates:

## Required Attachments:

1. A letter explaining the importance of this meeting or class to the student's program of study, with a clear demonstration of the importance of the meeting or class to the research/educational development of the student.
2. A document from the sponsoring agency/organization confirming that the student's paper has been accepted for presentation or that the student has been accepted to the class.
3. A budget listing the anticipated costs of attending the meeting or class.
4. A breakdown of the budget to show how much of the expenses will be provided by the department and college, the major professor, the sponsoring agency, other sources, and the student. The student should demonstrate that the maximal amount of funding has been obtained from all other possible sources. **(REQUIRED: Request for Travel form, AS292)**
5. A letter of recommendation from the student's advisor.
6. Attach a statement verifying the importance of meeting/class to student's program of study and/or research/educational development:

Submit to Assistant Dean, The Graduate School, 131 David Boyd.