

Graduate Studies Student Research Travel Proposal

Form must be returned to the Office of Graduate Studies, Epley Administration Building Room 203

Name of Applicant: _____

Department/School: _____

Applicants Email Address: _____

Daytime Phone #: _____

Are you a current employee of the University? _____yes _____no

Name of advisor/faculty sponsor: _____

Is the conference: _____ Regional _____ National

Location of Travel: _____

Date of Travel: _____

Title of Project: _____

Purpose of Travel: _____

Abstract (not to exceed 500 words):

Total Amount Requested (not to exceed \$500.00): _____

(Note: Funds must be expended before June 30, 2012)

Breakdown of expenses: _____ registration _____ airfare _____ hotel

Students' signature: _____

Advisor/faculty sponsor name: (Please print) _____

Advisor/faculty sponsor signature: _____

Graduate Program Chair signature: _____

Department Chair/School Director signature: _____

Upon return from the conference a one-two page summary of the conference needs to be submitted to the Office of Graduate Studies within 30 days.