



Research & Graduate Studies Office

Modest support for graduate student travel is available from the CHES Research & Graduate Studies office to encourage graduate students to become involved in professional/academic events. If you have questions, please call the Research & Graduate Studies office at (405) 744-8551.

Who can apply?

CHES Graduate students may request assistance for expenses related to attendance at regional or national professional meetings. This funding is supplemental to departmental, university, and/or personal funds received by the student. Applicants must meet one of the following criteria to qualify for the support: (1) Present a paper/poster; (2) Serve as a workshop presenter, panel member, or conference organizer; or (3) Serve as an official delegate representing a CHES/OSU graduate student organization.

Directions:

- CHECK LIST - A complete application for travel support consists of the following items:
 - Travel Request Application form
 - Budget worksheet
 - Letter or documentation confirming your participation in the conference. You must provide official conference documentation that your paper/poster was accepted for presentation at the conference.
 - Copy of abstract of paper/poster submitted for presentation
- Submit your complete application to your Department Head at least one month prior to the conference/meeting. Upon review and approval from your department head, your application will be forwarded to the Associate Dean for Research & Graduate Studies (139 HES).
- You will be notified via email regarding the approved amount of department and college support available for your travel.

Student Name: _____ **Campus-wide ID #:** _____

Department: _____ **Degree (MS or PhD):** _____

Current mailing address (street, city, state, zip code):

Email address: _____ **Phone number:** _____

Trip departure date: _____ **Trip return date:** _____

Actual conference meeting dates:

Title of conference/meeting: _____ **Destination city:** _____

Student's purpose for attending the conference/meeting:

(Applicants must meet one of the following criteria to qualify for support.)

- Presenting a paper/poster
- Serving as a workshop presenter, panel member, or conference organizer (Provide official conference documentation of your role in the conference.)
- Serving as an official delegate representing a CHES/OSU graduate student organization (Provide official conference documentation of your role in the conference.)

Describe your role as a delegate representing CHES/OSU: _____

Total estimated travel expenses: \$ _____

Student signature: _____ **Date:** _____



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Directions:

This worksheet must be completed and returned with the application form. Please provide amounts that are exact or as close as possible to the actual amount. Graduate students participating in the same meeting/conference are encouraged to share hotel rooms in order to save expenses. If you have questions, please call (405) 744-8551.

EXPENSES			
CATEGORY	DETAIL	DETAILED COST	TOTAL COST
Conference Fees	Registration fee:		
	Workshop fee:		
	Other fees (specify):		
Presentation Materials			
Food	Meals not provided at conference/workshop (please list specific meals):		
Transportation	University vehicle rental cost:		
	Personal vehicle cost: (roundtrip mileage x \$.585)		
	Airline ticket (round trip):		
	Taxi, bus, shuttle or other public transportation (<i>for the whole trip</i>):		
	Parking:		
Hotel Accommodations	Cost per night:		
	Number in room:		
	Number of nights:		
TOTAL EXPENSES			
INCOME			
Please indicate any other sources of funding to attend conference/meeting (e.g. GPSGA, grant, student organization)	Source(s):		
TOTAL INCOME			

Notice: Graduate Students are also eligible for travel funds from the OSU Graduate and Professional Student Government Association. Please apply online at: <http://gpsga.okstate.edu/content/travel-grant>

APPROVAL AND SUPPORT FOR TRAVEL	
Funding Recommendations:	
<i>Department Head/School Director</i>	
Amount of approved travel support from department/school:	\$ _____
Signed: _____	Date: _____
<i>Associate Dean, Research & Graduate Studies</i>	
Amount of approved travel support from college:	\$ _____
Signed: _____	Date: _____